

CLINIC SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for clinical and administrative duties in leading a Children's Mental Health Clinic. The incumbent directs the day-to-day activities of a clinic, while also providing direct clinical services to children and families. Responsibilities include oversight of clinic operations, financial management, quality assurance, and other high-level administrative duties. The work is performed under the general supervision of the Public Health Director with wide leeway for independent judgement. Supervision is exercised over subordinate professional, para-professional, administrative, and clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides direct clinical services to children and families, including assessments, treatment planning, and therapeutic interventions and referrals;
- Conducts crisis intervention, safety planning and care coordination;
- Provides consultation, case guidance and support to clinical staff;
- Directs the daily operation of a clinic to ensure efficient workflow, processes and adherence to health practices;
- Oversees the scheduling of staff assignments, intake processes and management of waitlists;
- Maintains compliance with state and federal regulations;
- Recommends policies, practices, and procedures for the clinic;
- Monitors clinic revenue, expenses budgets;
- Ensures accurate and timely billing to optimize reimbursements;
- Assists in developing fee schedules, contracts and financial reporting;
- Develops and implements quality improvement initiatives to enhance outcomes;
- Collaborates with community partners to support coordinated care.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principals and practices of a comprehensive children's mental health service organization; good knowledge of New York State Mental Hygiene Laws and regulations; thorough knowledge of medical and social psychology, psychopathology, and psychotherapy; working knowledge of current administrative practices in community mental health field; ability to plan, organize, and supervise services in a children's mental health clinic; ability to deal effectively with others; leadership, ability and skill in personal management; sound judgement; reliability; initiative; tact.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work, Mental Health Counseling, Psychology, or related field and three (3) years experience working with children and/or families in a behavioral health setting.

NECESSARY SPECIAL REQUIREMENTS

1. New York State licensure as a Licensed Clinical Social Worker, Licensed Masters Social Worker, or Licensed Mental Health Counselor within two (2) years of appointment and must maintain licensure throughout appointment. Loss of licensure may result in removal from employment.
2. In order to be maintain employment you cannot be listed as an excluded individual or entity on any Federal and/or State Medicaid or Medicare exclusion list. If appointed and subsequently being listed as an excluded individual or entity on any of these lists you may be terminated from employment.

Adopted 12/9/2025 PO
Competitive Class