



**Evolve Life Centers IOP, LLC.
JOB POSITION DESCRIPTION**

EMPLOYEE NAME: _____ DATE OF HIRE: _____

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| POSITION: | Clinical Supervisor/Clinical Director |
| LOCATION: | Evolve Life Centers IOP, LLC. |
| DEPARTMENT: | Clinical |
| SUPERVISED BY: | Senior Vice President and Chief Executive Officer |
| <p>POSITION PURPOSE: To assure all treatment services are provided in an environment conducive to enhance the therapeutic relationship and to provide clinical supervision to all clinical staff. To work with the clinical team/substance abuse counselors to develop robust treatment plans and provision of quality therapeutic substance abuse treatment services to adults.</p> | |
| POSITION REQUIREMENTS/QUALIFICATIONS | |
| 1. EDUCATION: | <p>Master’s Degree in mental health or substance abuse related field required</p> <p>Active state licensure in substance abuse counseling and supervision required</p> <p>Must be in good standing with the Board of Professional Counselors and Therapists</p> <p>Current (two years) of no felonies or substance abuse convictions.</p> |
| 2. EXPERIENCE: | <p>Must have two-years of continuous sobriety prior to hire, if a recovering alcoholic or drug addict.</p> <p>1-2 years of clinical supervisory experience</p> <p>Thorough understanding of case management as it relates to clients and coordinated care.</p> <p>Demonstrated leadership skills</p> <p>Demonstrated track record of working effectively with diverse colleagues and populations</p> <p>Experience with process improvement, staff training, and responding to clients’ needs</p> <p>Demonstrated ability and desire to help families from diverse cultures and backgrounds</p> <p>Demonstrated ability to openly, honestly, consistently,</p> |



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| | <p>and accurately communicate information to others in a manner that is respectful of various backgrounds (e.g. cultural, educational, religious, racial)</p> <p>Ability to take time to listen and understand the entire situation and constructively address issues</p> <p>Ability to identify and understand the broader context of a situation</p> <p>Ability to foster an environment of accountability and continuous improvement</p> <p>Successful completion of a Maryland State criminal background check</p> <p>Ability to: work under pressure, plan and direct work of others, teach and train staff, determine program needs, speak and write clearly, effectively organize work</p> <p>Ability and aptitude with technology necessary for successful day-to-day functioning in business environment including various databases such as, Microsoft Office Suite including Word, Excel, Outlook, and Electronic Health Records systems.</p> |
| <p>3. LICENSURE/CERTIFICATION:</p> | <p>Industry related licensure/certification required</p> |
| <p>4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:</p> | <p>Adhere to confidentiality requirements as outlined in 42 CFR, Part 2. (HIPAA)</p> <p>Must have the ability to interact with staff and clients in a professional manner.</p> <p>Must have the ability to handle stressful and demanding situations, while maintaining exceptional written and verbal communication skills.</p> <p>Flexibility to adapt to schedule changes and assumption of responsibilities not delineated in the job description.</p> |
| <p>5. PHYSICAL REQUIREMENTS:</p> | <p>Position requires driving your own vehicle to and from work.</p> <p>Position may require working a schedule that consists of some evenings.</p> <p>Ability to sit for long periods of time.</p> <p>Ability to bend, stoop, and/or frequently walk around the office.</p> <p>Ability to lift up to 15 pounds.</p> |
| <p>SPECIFIC AREAS OF RESPONSIBILITY TO POSITION</p> | |
| <ol style="list-style-type: none"> 1. Provides individual and group supervision to clinicians to ensure quality therapeutic services and service hours requirements. 2. Reviews caseload assignment with supervisees on a weekly basis to assign and maintain full caseload. | |



3. Conducts monthly audits of case files to ensure completeness, quality of progress notes, and appropriateness of therapeutic modalities.
4. Provide on-going training to ensure quality clinical documentation.
5. Provides trainings, including clinical documentation, to enhance quality of care.
6. Effectively communicates program, administrative, and clinical expectations and policies/procedures to supervisees and ensures compliance with state and federal mandates, under the guidance of the Director of Compliance.
7. Provides effective case consultations to increase quality of care.
8. Reviews case records for completeness, consistency, and quality of substance abuse treatment services provided including application of proper techniques.
9. Supports staff development through an annual plan including staff trainings to ensure quality and effective therapeutic service delivery.
10. Conducts annual performance reviews and develops plans for areas of improvement on an ongoing basis.
11. Evaluates complicated cases and provides recommendations.
12. Consults with the executive team and HR concerning employee and work problems.
13. Provides input on mandatory and discretionary trainings in accordance with contract requirements.
14. Keeps abreast of best practices in provision of community mental health and substance abuse treatment services.
15. Conducts intakes as required/necessary.
16. Participates and provides input on service and program improvements during Behavioral Health Program Leadership Meetings.
17. Other duties as assigned by the supervisor.

CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

Employee Signature

Date

HR Signature & Title

Date