



## **Supervisor Outpatient Services**

**Status:** Exempt; Full time

**Hours:** M-F, varied, evenings and weekends as needed

**Location:** General Pershing Blvd Oklahoma City Oklahoma

### **DEFINITION:**

Responsible for the administrative and clinical supervision of staff on a treatment team providing outpatient services to children, families, and adults.

### **SUPERVISION.**

Position is supervised by the Outpatient Manager or Director. Position provides supervision and clinical leadership to assigned program staff within designated clinical team.

### **DUTIES AND RESPONSIBILITIES:**

- Promotes a clinical culture in the Outpatient Services Department that is welcoming, engaging and accessible.
- Fosters a professional environment that uses evidence-based practices to provide services focused on behavioral healthcare, physical healthcare, and social needs. These integrated services are recovery-focused, strengths-based, culturally competent, patient centered, trauma-informed, gender sensitive, age appropriate and co-occurring capable.
- Responsible for assigned staff within designated treatment team and overseeing the following under the direction and guidance of the Program Manager or Director: training of staff, the assignment of staff duties; oversight of workload and productivity of program staff; staff compliance with agency policies and procedures; staff compliance with credentialing requirements; staff competency and use of instruments required by agency payors and/or commonly used by professionals in their field; approving timesheets and travel claims; conducting employee performance evaluations, and facilitation of treatment team consultations.
- Responsible for comprehensive training including orienting new staff to intakes, assessments, integrated and person-centered treatment plans, treatment plan reviews, treatment plan updates, progress notes, discharges, and all documentation requirements.
- Responsible for ensuring new staff meet core competencies in all documentation requirements within probationary period.
- Responsible for ongoing quality management of all documentation by staff. Provides ongoing support and training in current procedures and requirements to ensure that all staff continue to meet core competencies and agency requirements.
- Participate in peer review and other quality assurance committees.
- Provide clinical services, including intakes and treatment plans, crisis counseling, therapy, and care coordination. Seeks consultation, as appropriate, with Senior Supervisors, Program Manager or Director regarding crisis situations, including potential safety concerns.
- Maintain clinical records in a timely manner as required by agency, state or federal funding sources and accreditation authorities. Completes all required forms and maintain same in a manner consistent with requirements.
- Must return phone calls and cell texts promptly and check and respond to email daily.
- Maintain professional competency in his/her discipline through appropriate professional clinical training, attendance at workshops and conferences, and via consultation with other professionals.
- Employee will comply with all requirements to maintain professional licensure.
- Completes all agency required training within established deadlines.

- Meets productivity expectation as established by Program Director.
- Perform other duties as required and/or assigned by Director and/or Executive Staff.

**POSITION REQUIREMENTS:**

Licensure in the state of Oklahoma, in one of the mental health disciplines or under board approved supervision for licensure is preferred. If licensed, employee must complete continuing education requirements needed for licensure maintenance. Candidates with a bachelor's degree in social work, psychology, or related human services field who are certified or are eligible for certification as a case manager 2 with commensurate experience may be considered. If certified, employee must complete continuing education requirements needed to maintain certification. 2 years' experience in human services field preferred

This position requires a high degree of flexibility and efficiency. Must display proficiency in the MS Word processing software and intermediate general computer skills. Must demonstrate good interpersonal skills and the ability to effectively communicate verbally with English-speaking patients. Employee must have excellent written and oral communication skills. Must be able to move about facilities freely. Casual professional dress is required with adherence to dress code requirements.

Must have access to reliable transportation. Local travel is required. Must possess and provide verification of valid Oklahoma driver's license during employment with NorthCare. Must maintain and provide verification of current automobile liability insurance including uninsured motorist coverage.

Must complete all NorthCare required training within 30 days of employment with NorthCare. Must have TB test within 12 months prior to employment with NorthCare or obtain within 30 days of employment with NorthCare.

**NorthCare employee is responsibility for adhering to any and all laws, professional standards and ethical codes that apply to his/her job responsibilities.**

**BENEFITS/PERKS:**

- Competitive salary
- Recharge days for immediate use upon hire for full-time employees
- Paid Holidays
- Paid Time Off
- Retirement 403(b) with employer contribution (no employee match required)
- Educational and Training stipend
- CEU's and trainings
- Medical, dental and vision insurance options with ZERO Card benefits
- Flexible spending accounts for Health Care and Dependent Care Expenses
- MDLive (company paid)
- Employee Assistance Program (EAP)
- Cell Phone stipend
- Mileage Reimbursement

To apply please click the link below:

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