



The Northwest Catholic Counseling Center

Serving all regardless of faith or finances

Clinical Supervision Manager - Job Announcement

Join us! Be part of a counseling team dedicated to person-centered and trauma informed principles and practice for employees as well as clients. A low acuity, diverse client population helps reduce burnout and allow full utilization of the change process in therapy. A wide variety of referral sources, and a group of colleagues who encourage professional growth and development, helps ensure a consistent client base and reduces the stressors associated with private practice, or working with a high-volume for-profit agency.

About Us: The Northwest Catholic Counseling Center (NCC) is a women-founded and led, family-friendly, warm and welcoming workplace. We are a completely independent nonprofit, community mental health center providing counseling and psycho-educational workshops to anyone, regardless of financial resources, faith, sexual orientation or identity, lived experience, or background. Rooted in social justice, **NCC believes everyone has a right to quality health care and has a generous sliding scale ensuring no one is turned away because of an inability to pay.** NCC is committed to these ideals and making them visible in daily operations.

About the Job: The Clinical Supervision Manager is a leadership position overseeing Licensed, Registered Associates, and Intern clinicians, providing clinical guidance and consultation, and delivering clinical care to NCC clients. This position works closely with the Operations Manager and the Executive Director to assure excellent client care and support NCC's outstanding clinicians. The effective Clinical Supervision Manager is a team leader and team player who can work with a diverse staff, and is compassionate, organized and flexible.

Classification: Full-time, 40 hours/week; Exempt

Compensation: \$66,000-\$72,000/annually, DOE, degree, and license. Generous benefits valued at \$21K (\$15K pre-tax) including paid vacation, sick, holidays; 403(b) retirement with employer contribution; 100% employer paid medical and dental coverage; 100% employer paid short- and long-term disability insurance; paid license; in-house clinical supervision; mental health and education benefit. Employees may qualify for loan forgiveness.

Reports to: Executive Director

Location: Northeast Portland, Oregon

Closing Date: August 26, 2022

Duties and Responsibilities:

Clinician Supervision (45%)

1. Provide or coordinate clinical individual and group supervision for 10 Licensed and Registered Associate clinicians
2. Review and sign Registered Associates charts for third-party billing
3. Oversee and direct new client processing and assignment
4. Oversee Graduate Intern program
5. Model and ensure that clinical care is trauma-informed and anti-oppressive
6. Facilitate conflict resolution, professional development, and yearly performance evaluation among clinical staff

*A State Certified Counseling Agency
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7. In cooperation with Operations Manager, assure compliance with privacy laws (HIPAA), applicable regulations (OARs), quality assurance, and documentation requirements
8. Assist with hiring and training new clinical staff

Clinical Care (50%)

1. Maintain 10-12 hours direct counseling per week including two days of early evening appointments
2. Provide consultation, assessment, and diagnosis for clients
3. Maintain accurate and current client records and request authorizations as needed

Organizational Leadership (5%)

1. Participate in NCC's senior leadership team and contribute to strategic and tactical efforts
2. Attend Board meetings and prepare reports, as needed
3. Preserve and implement the Center's Mission, Vision and Values with Executive Director and staff

Training and Qualifications:

1. Valid Oregon mental health license **REQUIRED**
2. Minimum of three years mental health licensure
3. Minimum of three years supervising and managing staff
4. State approved supervisor ideal

Skills and Abilities:

1. Expert knowledge in clinical decision-making
2. Demonstrated commitment to trauma-informed, interculturally competent, and responsive mental health care
3. Excellent verbal and written communication skills
4. Demonstrated ability to work both independently and in cooperation with others
5. Demonstrated ability to lead and supervise staff
6. Demonstrated competency in service excellence
7. Demonstrated commitment to open, collaborative, team-oriented, constructive work environment and interpersonal relationships
8. Experience using Electronic Health Record
9. Ability to manage time and meet deadlines
10. Ability to keep accurate and appropriate records/documentation
11. Proven computer proficiency, particularly in MS Office
12. Adaptability and resilience
13. Actively able to support and incorporate mission and core values into daily activities
14. Commitment to social justice values
15. Ability to complete work with low physical requirements

Equity

NCC is committed to being an inclusive, welcoming, and diverse space and is committed to ending oppression. Staff members will share these values and commitment. NCC does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, social economic status, or military status in any of its activities or operations.

COVID Information

During the pandemic, some work is done remotely. As a health care organization, vaccination is required.

Please submit cover letter and resume to: jobs@nwcounseling.org.