



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

**OPENS: 5/08/2020**

**CLOSES: Until Filled**

EXEMPT   X    
NON-EXEMPT       

### POSITION DESCRIPTION

**POSITION:** CLINICAL SUPERVISOR

**RESPONSIBLE TO:** Behavioral Health Director

**SALARY:** GS-14 \$85,101-\$110,633 Annual/Full Benefits  
GS-15 \$100,102-\$130,140 Annual/Full Benefits  
GS-16 Only for Employees with 10+ years of Service  
Rendered with the Klamath Tribes

**CLASSIFICATION:** Professional/Management, Regular, Full-time

**LOCATION:** Klamath Tribal Health & Family Services  
Youth & Family Guidance Center  
Klamath Falls, Oregon

**BACKGROUND:** P.L. 101-630 LEVEL

### POSITION OBJECTIVES

The Clinical Supervisor provides supervision, leadership, and oversight to a clinical team comprised of both licensed, unlicensed therapist and clinical support personnel who are providing quality, compassionate, cultural relevant care for the Klamath Tribes in accordance with Oregon State Ethics and Licensure requirements. This position includes recruitment of behavioral health personnel positions, training, mentoring, clinical consultation, and participating in leadership decisions.

The Clinical Supervisor ensures complete and accurate documentation, completes performance reviews, provides back-up coverage for staff, and works with other

agencies and tribes to promote positive relationships with community partners and natural supports.

The Clinical Supervisor must ensure that services prescribed and provided by their treatment teams are compliant with Oregon Administrative rules. All treatment services provided under the supervision of the Clinical Director must be documented per required timeframes, in accordance with federal Medicaid requirements.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Direct Supervision of Substance Treatment Supervisor, Mental Health Therapists, and Intensive Case Managers as per chain of command; including setting performance criteria, conducting and documenting regular supervision meetings, and monitoring the day to day performance.
2. The Clinical Supervisor will monitor and review work of unlicensed Mental Health Therapists, as required when working toward independent licensure. Review and sign off on all case records required and in compliance with all Federal, State, County rules.
3. Train BH staff other program personnel as necessary in treatment protocols, diagnostic and biopsychosocial assessment, interpretation, and formulation. Provide proficient guidance on clinical intervention strategies, treatment planning, assessment and diagnostic criteria as necessary for excellent service delivery standards.
4. Work closely with Behavioral Health Director and Behavioral Health Manager to develop, implement and administer standing operating procedures that define clinic guidelines, industry standards, Klamath Tribal Health and Family Services rules, Indian Health Service principles, appropriate accreditation standards, and applicable federal laws including HIPAA and the Federal Drug & Alcohol Confidentiality Law.
5. Follow clinical guidelines for best practice, including level of care decisions and appropriate referrals. Follow clinical guidelines, industry standards, Klamath Tribal Health and Family Services guidelines, IHS Program Standards, appropriate accreditation standards, and applicable federal laws including HIPAA and the Federal Drug & Alcohol Confidentiality Law for best practice, including level of care decisions and appropriate referrals.
6. Work closely with Behavioral Health Director on all clinical management activities, including the establishment and achievement of provider productivity benchmarks.
7. Collaborates with Office Manager and EHR Coordinator to ensure clinical documentation needs, medical necessity and billing guidelines are effectively utilized within the Electronic Health Record.

8. Actively participate within Klamath County Systems of Care organizations to help coordinate efforts to delivery of services while advocating for the needs of tribal members served.
9. Work in collaboration with Billing, Quality Assurance, Compliance and Improvement to develop and implement behavioral health Quality Assurance/Quality Improvement processes in compliance with all Federal, State, County, and Funder requirements.
10. Lead clinical staffing/triage meetings at least twice a week to discuss clinical functions, address clinical work flows, and assurance of quality coordination of care.
11. Engage with various Oregon Department Health Services and Oregon Health Authority programs, Tribal Administration programs, criminal justice system, County and Tribal Courts, schools and health care systems, as needed to advocate, educate, and provide for service excellence.
12. Participate and contribute to the Youth & Family Guidance Center's Operational Team, helping to steer clear processes, work flows, grant deliverables, administration policies, service delivery, and personnel management.
13. Participate in the development and implementation of new services, as needed.
14. Participate in accreditation and site reviews, as needed.
15. The incumbent will be called upon to accomplish other tasks within their scope of work.

#### **ADMINISTRATOR DUTIES**

16. Demonstrate commitment to and understanding of the Core Values of KTHFS, by modeling service excellence in all internal and external relationships, addressing service excellence deficits with clinical staff, and in the performance of all duties and responsibilities of this position.
17. Collaborate and actively participate in health planning activities and organizational development to improve KTHFS services.
18. Develop and implement a systematic program for Peer Review in accordance with current accreditation standards of the AAAHC.
19. Actively participate in AAAHC accreditation readiness activities and provide leadership and guidance in accreditation compliance.

20. Actively participate in quality improvement activities, to address clinic wide quality, process, and/or clinical quality and safety issues to include working with the Quality Assurance/Quality Improvement team in carrying out these activities.
21. During a public health emergency, the Clinical Director may be required to perform duties similar to but not limited to those in his/her job description.
22. Be involved in tribal and non-tribal community organizations and inter-agency communities that support the mission and vision of KTHFS.
23. Actively participate in case conferences for patient complaints and incidents. Must respond timely.
24. Prepare for and participate in site reviews and audits by external providers. Take corrective action on identified deficiencies.
25. The incumbent will be called upon to accomplish other tasks within their scope of work.
26. Occasional travel required.

### **Other Expectations**

The Clinical Supervisor will work in collaboration with the Behavioral Health Director and Behavioral Health Manager in terms of functional/organizational objectives.

The Clinical Supervisor works independently, resolves problems on the basis of past precedent; exercises judgment interpreting guidelines and applicability; and ensures deadlines are met.

### **KNOWLEDGE, SKILLS, ABILITIES**

#### **Strong leadership and supervisor skills**

- Must have strong leadership skills and a thorough understanding of team systems
- Supervisory experience within a professional/provider service organization.
- Experience working as a part of a multidisciplinary team.
- Ability to relate well with a diverse group of people, including other professionals, program staff and the general public.
- Experience with development of program policies, procedures and protocols for client case management and mandatory recordkeeping.
- Ability to function positively in an environment of limited resources
- Knowledge of Quality Improvement and Accreditation process.

#### **Strong clinical skills**

- Have training and knowledge and/or experience demonstrating competence in the treatment of addictive disease including client evaluation, counseling theory and therapeutic techniques
- Knowledge of psychological theories, principles, and practices including; various theoretical models of psychotherapy, psychological assessment and report writing, crisis intervention, child development and play therapy, and ethical issues in the practice of psychology.
- Knowledge of chemical dependency and treatment methods with a strong understanding of the recovery model, motivational interviewing, stages of change, contemporary cognitive behavioral interventions, and strengths-based approaches and strategies
- Experience with patients who are survivors of physical and/or psychological trauma, with attention to early intervention and return to normal functioning.
- Experience in the assessment of suicide risk and suicide prevention, and case management of high-risk patients.
- Demonstrates advanced knowledge and skills in the following techniques:
  - Individual Counseling Skills
  - Group Counseling Skills
  - Addictions Pharmacology
  - HIV/AIDS Risk Assessment & Risk Reduction
  - Counseling Ethics
  - Counseling Diverse Populations
  - ASAM, or Assessment, and Client Record Management
  - Co-Occurring Disorders, and/or Dual-Diagnoses
- Knowledge of psychotropic medications, treatment interventions for dual diagnosis, family systems theory, and trauma informed care models are key areas of information necessary to oversee clinical treatment.
- Knowledge about psychological effects of illness on individuals and their families; along with the role of psychological factors in the exacerbation of illness.

#### **Strong interpersonal skills**

- Ability to work effectively with peers, individual clients and groups
- Ability to work effectively as a team member
- Ability to work with Native American populations; knowledge of the Klamath Tribes' culture is preferred
- A general understanding of cultural differences and have a strong appreciation of and respect for other cultures
- Empathetic manner to deal with clients who may have multiple needs
- Ability to display a non-judgmental attitude
- Ability to establish and maintain cooperative working relationships with those contacted during the course of work

#### **Strong organizational skills**

- Ability to establish priorities, manage time and meet deadlines

- Ability to be punctual to appointments, meetings, and group/individual therapy sessions
- Ability to perform administrative tasks related to client documentation
- Ability to compile information designed to aid clients in reaching treatment objectives
- Ability to compile information to aid clients in carrying out treatment objectives.

**Strong communications skills**

- Ability to communicate clearly and concisely in an oral format
- Ability to communicate clearly and concisely in a written format
- The ability to operate computer hardware and software at a level needed to effectively perform job functions. This includes the ability to enter data, retrieve data and to prepare simple reports
- Ability to apply principles learned to new situations
- Ability to learn and teach new skills
- Ability to conduct public presentations

**Strict confidentiality**

- Ability to maintain strict confidentiality of medical records and adhere to the standards for health recordkeeping, HIPAA and the Federal Drug & Alcohol Confidentiality Law.

**QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Master’s Degree or higher in a behavioral health field with completion of educational requirements from a professionally approved and accredited educational program with appropriate licensure and/or certification. *(Must submit copy of degree or transcripts with application).*
- **REQUIRED** to possess an Oregon clinical license as a Licensed Professional Counselor, Clinical Social Worker, Psychologist, or Marriage and Family Therapist. Out of state professionals must acquire an Oregon License within 6 months of hire. *(Must submit copy of licensure with application).* Klamath Tribal Health will reimburse up to \$300 of the cost for license. *(Must submit copy of applicable license with application).*
- **REQUIRED** to possess an Oregon clinical supervision credential with documentation of current active status on the Oregon Clinical Supervisor Registry.
- **REQUIRED** to have a minimum of two (3) years of Clinical Supervisory experience.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- **REQUIRED** to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists.
- **REQUIRED** to model a clean and sober lifestyle both on and off the job.

**Preferred Qualifications:**

- Certification in addictions treatment
- Experience working with a multidisciplinary team is strongly preferred.
- Experience working with Native Americans is strongly preferred.
- Experience in program development is preferred.
- Clinical Supervisory experience with a preference of (5) years.

## **Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

## **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

## **APPLICATION PROCEDURE**

Submit an ***Indian Health Services Application for Medical Staff Appointment and/or Privileges*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
ATTN: Human Resource  
3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603**

[jobs@klm.portland.ihs.gov](mailto:jobs@klm.portland.ihs.gov)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.