



## CLINICAL SUPERVISOR

Programs Department

<b>Job Title:</b>	Clinical Supervisor
<b>Department:</b>	Programs Department
<b>Reports to:</b>	Programs Officer
<b>FLSA Status:</b>	Part-Time

### About Miracles for Kids:

Miracles for Kids is a 501(c)(3) nonprofit organization serving families with critically-ill children receiving treatment at one of four hospitals: CHOC Children's in Orange, Children's Hospital Los Angeles, Mattel Children's Hospital UCLA, and Benioff Children's Hospital in the Bay Area. By operating programs that provide financial aid, basic needs, and wellness to patients and their families, Miracles for Kids creates stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids operates an office in Irvine, CA and a subsidized apartment complex, Miracle Manor, in Orange, CA.

### Job Overview:

The Clinical Supervisor will be a versatile, self-motivated, results-oriented professional who is able to assist with managing a strong clinical team. The Clinical Supervisor is involved with clinical operational oversight and supervision to assigned clinical service staff that may include fully licensed therapists, therapist-interns, and Qualified Mental Health Professionals.

The position ensures adherence to the mission, vision, and values of the organization as well as the Miracles for Kids clinical service policies and procedures. This position assists in managing and ensuring service quality and clinical documentation compliance while working closely with the Programs Officer and team members to achieve the organization's clinical and fiscal division goals and service outcomes.

### Job Duties:

- Adheres to all current federal & state laws, as well as Miracles for Kids Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Identifies and seeks resolution for potential problems arising with staff or other involved parties
- Provides clinical supervision for assigned clinical personnel and other support staff. Supervision needs will be evaluated based on clinical experience and performance and may be weekly but not less than bi-weekly
- Provides direct, individual clinical supervision for unlicensed clinical staff and therapist interns, monitor caseloads, and ensure that supervisees comply with all agency and clinical, legal, and ethical practices
- Review and co-sign supervisees' progress notes, clinical forms and correspondences when indicated
- Provides ongoing, regular feedback and evaluation to clinicians on the quality and timeliness of their clinical work as well as their caseload
- Solicits feedback from clinicians regarding supervision and whether needs are being met

### Preferred Qualifications:

- Bilingual in English and Spanish (written and oral)
- Have general knowledge/understanding of clinical administration within a behavioral health care environment
- Have strong clinical skills and knowledge of the treatment issues concerning children, adolescents, adults, and families

- Can support the organization culture, growth, and success through communication, accountability, and positivity
- Can be clear headed and decisive based on the scope of the position
- Can work efficiently and effectively both individually and as part of a team
- Can appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve
- Proficient in using Microsoft Word and Microsoft Excel
- Willing to learn additional database and software applications
- Effective oral/written communication and organizational skills
- Can effectively work as a part of a professional team

**Work Environment:**

Part-time, 12+ hours per month at the Miracles for Kids office in Irvine, CA.

**Interested? We'd Love to Hear from YOU!**

- Please email your cover letter and resume to [macosta@miraclesforkids.org](mailto:macosta@miraclesforkids.org).
- In your cover letter please explain why you are passionate about mental health and supervision for a nonprofit and indicate your wage expectations.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.*