Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330

Position: Clinical Supervisor (TPOAM Union)

Position code: 25-24

Position Location: All Sites

Current Work hours: 40HRS/WK (salaried)

Compensation Range: Annualized: $78,847.42-$93,668.29

**Eligible for enhancements for Crisis Coverage and SUD License*

Position Dates: ASAP

Supervisor: Chief Operating Officer

Date Position Posted: 6/4/2025

Internal Deadline: 6/10/2025

Requirements: Master's degree in Social Work or Psychology from an accredited college or university and possession of a professional license from the state of Michigan to provide health care services is required. Preference of a LMSW, LPC, or LLP, coupled with one (1) year managerial experience in the Human Services field. *Limited license applicants will be considered as preferred if they have the ability to obtain a full professional license within one (1) year. A minimum of a LLMSW, LLPC, or TLLP coupled with (2) two years of managerial experience in the Human Services field required. Three (3) years' experience in clinical practice and two (2) years multi-system involvement must be proven.

All internal and external job applicants are required to use UltiPro to apply for this position. Please see the Sanilac County CMH website at www.sanilaccmh.org and click on "Employment".

Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330

JOB DESCRIPTION

Job Title:	Clinical Supervisor
Department:	Various
Location:	Outpatient, Children Services, Administrative, Journey Skills Center
Supervisor:	Chief Operating Officer
Shift:	8:00 - 5:00 (As defined by weekly schedule request form).
Classification:	Management
Prepared Date:	03/18/2010
Reviewed By HR:	12/01/2014, 02/17/2016, 01/09/2017, 12/1/2018, 12/02/2019. 10/15/2020, 10/24/2022, 2/8/2024, 6/28/2024
Revised By:	Nicole Beagle
Supervisor Review:	5/6/2022, 12/3/2024
Revised Date:	03/18/2010, 04/10/2012, 2/10/2013, 03/11/2014, 06/18/2015, 10/15/2015, 04/04/2017, 06/06/2017, 10/3/2017, 4/22/2019, 8/23/2019, 1/27/21, 3/8/2022, 5/6/2022, 10/24/2022, 12/29/2023, 2/8/2024, 6/5/2025

SUMMARY: Under the direct supervision of the COO, serves as focal point in Clinical Department. Services functioning; one to whom correspondence may be directed, of whom requests may be made, and from whom replies may be requested. Provides consultation and direct supervision in case management & therapy, formulation of treatment plans, case staffing meetings and workshops. Maintains relevant and necessary records, reports and filing systems; assists in maintaining good community relations and provides community prevention services. Participates in providing information on services as pertains to departments being managed by supervisor and its programs to all interested individuals and groups. Supervisor provides management, leadership, supervision, and development functions to the program. Supervisor must demonstrate considerable skill and independent judgment to carry out the responsibilities of this position. Performs miscellaneous management functions and such other relevant duties as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide crisis intervention/services as needed.
- Provide training to new staff in the department.
- Supervise staff members; keep abreast of current operational policies.
- Maintain a working relationship with other serving agencies.
- Assist Chief Operating Officer in developing policies and organizing activities, which shall be implemented in perspective program.
- Participates in agency committees as directed.
- Provides quarterly reports to the Clinical Director for program committee or grant requirements as applicable.
- Maintain necessary records and filing systems.
- Participate in reviewing estimated budgets.
- Work with designated staff to assure solidarity and healthy working conditions; adhere to policies regarding grievances, reprimands, etc.
- Study and standardize procedures to improve efficiency of subordinates.
- Public Relations activities as required.
- Responsible and accountable in all clinical matters for individuals who participate in services, including the programs effectiveness in meeting the assessed needs and desires of individuals served.
- Responsible and accountable in all clinical matters for individuals who participate in services, including the programs effectiveness in meeting the assessed needs and desires of individuals served.
- Responsible and accountable in all clinical and nonclinical and administrative matters; i.e., budget, purchase requisitions, inventory, personnel, discipline, etc. assuring effective and efficient services are delivered.
- Responsible for staff and program supervision, including the development/implementation of staff and program schedules, position descriptions, training requirements, policy compliance, staff assignment, scheduling of substitutes, approval of time sheets, leave time, completion of performance evaluations, discipline, etc., and the provision of leadership and consultation to staff to improve program services.

- Responsible for oversight and coordination with staff to assure a safe and healthy work environment for staff and persons served, and for supervision of volunteers, student interns and other unpaid personnel assigned.
- Responsible and accountable to assure all services provided are in compliance with agency policies, Department of Health and Human Services, Medicaid, Michigan Mental Health Code, Recipient Rights, CARF standards and other standards or procedures adopted by the agency.
- Responsible for the identification of, and effective follow up, on problem areas, communication with supervision/management, suggestions for improvement, including participation in agency committees, strategic planning and development/achievement of goals for quality improvement.
- Responsible for coordination with other agency programs and community agencies to enhance/assure effective services for persons served, acting as an agency representative on committees or collaborative bodies as assigned.
- Responsible for making educational presentations within the agency or for local groups to further the understanding of mental health programs as requested.
- Responsible for coordination with other agency programs and community agencies to enhance/assure effective services for persons served, acting as an agency representative on committees or collaborative bodies as assigned.
- Perform other duties as assigned

Children's, Clinical Services, CCBHC Services, ACT, ABA, and Care Manager/Care Manager Assistants Clinical Supervisors:

- Responsible for reviewing and consulting with staff on professional treatment plans and assessments. Supervisors will E-sign all documents (IPOS, periodic reviews BPS, Clinical Assessments and amendments).
- Determine work procedures, prepare work schedules, and expedite workflow.
- Is available to assist with after hours on-call issues.
- Assignment of therapist or CSM for individuals referred to programs.
- Provide training for all staff in clinical procedures, as well as technical procedures.
- Provide case backup for staff under their supervision during their absence or in emergencies.
- Responsible for randomly auditing charts.
- Review program crisis pre-screening on a daily basis.
- Monitor crisis line report daily and provide follow-up when necessary.
- Conducts, coordinates, and consults staff meetings monthly, consults workshops.
- Provide staff supervision minimally in a group setting monthly. New staff should receive individual weekly supervision until such time as the Clinical Supervisor deems that level of supervision as unnecessary.
- Responsible for coordinating services with the court as applicable to program.
- Will provide daily clinical oversite for the CCBHC clinical services and staff
- Will also implement CCBHC procedures and policies, and manage relationships with community partners.
- Provide psycho educational/prevention groups/in-services for community agencies as requested by Chief Clinical Officer.
- The supervisors for the following programs are responsible for:
    - On Call- will oversee the agency on-call system.
    - Children's Services- obtain 24 hours on training in children's diagnostics on an ongoing basis.
    - ACT- will attend ACT 101 training and attend ACT morning meetings once a week and doctor meeting once per month. ACT is required to spend a minimum of 50% of their time in the community.

JTI/CE Clinical Supervisor:

- Responsible for the design and development of effective training activities and supervision of training programs for persons with developmental and psychiatric disabilities including:
    i. Participation in Individual Plan of Service meetings as requested, assurance of appropriate training goals and objectives, and assurance that individual plans are implemented and documented as designed.

ii. Oversight and supervision of paraprofessional personnel in meeting timelines for submission of reports/documentation and conforming to standard policy, procedures, and ethics; implementation of Individual Plans of Service.

~~iii.~~ Development, implementation and monitoring of community/volunteer activities for persons served designed as experiential practice for skills being developed.

~~iv.~~ Responsible for reviewing referrals for clinical appropriateness and determining appropriate level of service.

- Responsible for conducting and chairing, at minimum, bi- weekly staff meetings and in-service training, staff development and program planning as assigned

COMPETENCIES FOR MANAGERIAL STAFF

Sanilac CMH staff are dedicated to providing services to the community to improve lives. When they see a task that needs to be completed, they step in to assist or are first in line to help the Agency in promoting recovery, discovery, and independence. Each staff member works within their strengths and collaborates with their coworkers so that collectively we are a stronger whole. Staff provide positive feedback and suggestions to improve the quality of care in the Agency. They hold their coworkers, the individuals they serve and the community in high esteem.

To perform the job successfully, an individual should demonstrate the following competencies:

Initiative/Organization/Reasoning:

- Takes initiative and steps in to take on difficult challenges.
- Willing to identify problems and work to resolve them in the early stages.
- Plans and organizes work activities and uses time efficiently.
- Properly organizes and carries out job tasks in a timely manner.
- Sets expectations and monitors delegated activities.
- Know and understands job expectations and is willing to expand job knowledge and skills to be more effective to the Agency and the individuals served.
- Is enthusiastic about the Agency's Mission and is a positive influence for co-workers and individuals served.
- Demonstrates an understanding of and adherence to Agency policies and procedures and is willing to provide suggestions to make policies and procedures more efficient.
- Is willing to think outside of the box while able to make sound decisions and taking actions based on sound reasoning and weighing possible outcomes.

Ethics/Teamwork:

- Consistently treats all people with dignity and respect.
- Demonstrates expected ethics and principles.
- Accepts responsibility for actions and follows through on commitments.
- Demonstrates ability and willingness to work cooperatively and effectively as part of a team.
- Willingly acknowledges team members and co-workers' value to your work.

Emotional Intelligence:

- Verbal and written communication is constructive, effective, respectful, and clear.
- Exhibits confidence in others, takes action and reacts well under pressure.
- Willing to take the time to learn about co-workers' personality so that working together is more effective.
- Willingness to ask questions, listen to others' ideas, and understand how the impact of your work, impacts your co-workers/team.
- Provides direction to subordinates and provides regular feedback/responsible for subordinate activities.
- Willing/Ability to be cost conscious. Works within budget/develops and implements cost saving methods.
- Staff are expected to learn and understand job functions and carryout tasks in a proficient manner.

SUPERVISORY RESPONSIBILITIES

Manage subordinate supervisors and staff; responsible for overall direction, coordination, and evaluation. Carry out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include

interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's degree in Social Work or Psychology from an accredited college or university and possession of a professional license from the state of Michigan to provide health care services is required. Preference of a LMSW, LPC, or LLP, coupled with one (1) year managerial experience in the Human Services field. *Limited license applicants will be considered as preferred if they have the ability to obtain a full professional license within one (1) year.
A minimum of a LLMSW, LLPC, or TLLP coupled with (2) two years of managerial experience in the Human Services field required. Three (3) years' experience in clinical practice and two (2) years multi-system involvement must be proven.

- For anyone working with children, they must receive 24 hours of Children's training per calendar year and become a CAFAS rater. A Minimum of one year of experience with examination, evaluation and treatment of SED Children and families is required.
- Staff are required to apply for a MCBAP development plan within 60 days of hire.
- Candidates/Employee maybe be required to have been trained in the ADOS-2 of have relevant experience to be eligible to apply for the training with in 90 days of hire.
- Candidates/Employees working in ABA are required to have at least 1-2 years of experience working with and treating children with ASD.
- Candidates/Employees working in ABA are required to have knowledge of ABA practices and intervention.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS
Intermediate Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Has the ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to define problems collects data, establish facts, and draw valid conclusions. Has the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Driver's license.

COMPUTER SKILLS
To perform this job successfully, an individual should have knowledge of Word Processing, Excel and Access software. Typing speed of 45 wpm is recommended.
OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; stoop/kneel use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Sanilac County CMH embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee in this or any position is expected to support the employment environment. This includes having lived experience with behavioral health issues.

Welcome to Sanilac County Community Mental Health

TPOAM Supervisor Employees

In your orientation, you will find several benefits. You may want to take a moment to review the benefits listed below and costs associated with each of them. You must work over 30 hours per week to be eligible for medical and café benefits. Paid time off accruals are based on hours worked.

Benefit	***Plan***	***Eligibility***	***Contributions per Month***
Medical Insurance POS $1,000/$2,000- 20%	BCN POS Annual Deductibles- In Network- Individual-$1,000/Family- $2,000	First of month following hire date.	$123.27 - Single $256.79 - Two Person $338.27 - Family
Medical Insurance PPO $2,000/$4,000	BCN HMO HDPD *H.S.A. Eligible Plan* Annual Deductibles- In Network- Single-$2,000/Family- $4,000	First of month following hire date.	$57.03- Single $118.35 - Two Person $157.45 -Family
Medical/Rx Alternative HMO HSA $3,300/$6,600 **Exchange State Bank- H.S.A Host*	BCN HMO HDHP *H.S.A. Eligible Plan* Annual Deductibles- In Network- Single-$3,300/Family-$6,600	First of month following hire date.	$0.00 - Single $0.00 - Two Person $0.00 - Family
Annuity/Decline Medical Plans	Nationwide 457b	Eligible if waived all medical plans	$233/Month (less Social Security & Medicare taxes)
Dental Insurance	BCBS Dental Annual Max-$1,500 per member Orthodontics-$1,500-lifetime	First of month following hire date.	$42.22- Single $84.45 - Two Person $147.78 – Family
Vision Insurance	Nation Vision Administrators -NVA	First of month following hire date.	$10.54-Single $18.94-Employee+ Spouse $16.84-Employee+ Child(ren) $27.38-Family

Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330

AFLAC	Multiple plans available for review for employee only and for family members	First of month following hire date.	Costs vary depending on plans purchased.
Deferred Compensation	Nationwide-457B *same account as your retirement contributions.	Prior to the first of each month.	Set up your own account or $233 (pretax) from medical opt out option
Life Insurance	RELIANCE- $55,000 Policy Automatically if Union member. *Can purchase additional Personal and Dependent/Spouse coverage.	First of month following 1st full month of employment.	Employee Only - $0.00 *Additional Personal and Dependents/ Spouse coverage charges will vary.
Retirement	Nationwide 401(a)- If hired after 9/1/2019**, t**he Authority shall contribute an amount equal to three percent (3%) of the employee's base wage. Pension- If hired before 9/1/2019 Employees will receive a 2.5% multiplier when they reach 25 years of service. All other members remain at the 2% multiplier.	Vested in the Authority's contributions once thirty-six (36) months of service are completed with the Authority. Vested in the Authority's contributions once eight years of service are completed with the Authority.	The Authority shall contribute fifty cents ($0.50) to the 401(a) Plan for each dollar ($1.00) an Employee contributes to his or her 457B Plan up to the first four percent (4%) of the employee's base wage. The Authority shall not contribute more than five percent (5%) of the employee's base wage for its total contributions under this section.
Long Term Disability	RELIANCE – 90-day disability waiting period & receive 66 2/3% of your income	First of month following 1st full month of employment.	No cost to employee
PTO	Upon commencement of Employment - 25 days After completion of Three Years of Employment – 30 days After completion of Nine Years of Employment – 35 days After completion of Twelve Years of Employment – 40 days	Accrued bi-weekly at the close of the pay period based on hours worked. 40 hours worked receives full accruals.	If time is used before 3 months and employee leaves, they must repay used portion. See Union Contract.
Holiday Days	14 days per year	Paid upon 1st day with Agency.	If part time, then you receive pay for regularly scheduled days/hours only.
Union	Local 1518	Must be employed for three months to reach Just Cause Status.	Monthly Union Dues - $31.00 (F/T- above20 hrs./wk.)
Tuition Reimbursement	May be reimbursed up to $5,250 annually. *Requires approval and funding availability limited spaces approved each year / contingent upon funding & Agency need.		-

*Note if you do not need medical insurance, $233.00 per month (less Social Security & Medicare Taxes) will be deposited into an annuity account. You will need to set up the annuity account through Nationwide Retirement.

For time off, it is calculated upon the number of hours worked – to reach the maximum benefit, you must work 40 hours per week.