



CLINICAL ADMINISTRATOR

DEFINITION: Under supervision of the Deputy Director of Behavioral Health, provides clinical and administrative supervision of staff and program leadership in the day-to-day operation of the Behavioral Health child, family, and/or adult programs. Acts as the “head of service” for Medi-Cal in the absence of the Deputy Director

ESSENTIAL JOB DUTIES: Duties will include but not be limited to: Provides direct and indirect administrative and clinical supervision and training to program staff including data collection and documentation within the electronic health record, ensuring Medi-Cal documentation and productivity standards are being met; assists Deputy Director in the development and implementation of the state plans as directed, including state reporting and compliance; attends State meetings as directed and keeps abreast of best practices for behavioral health; determines schedules of staff within programs including crisis management and on-call services; ensures effective implementation of 24-hour on-call coverage and licensed backup; assigns and reviews staff work providing professional assistance as needed to meet all local, state, and Federal requirements; implements quality improvement and cultural competency plans; assesses staff training needs and coordinates training needs with Director; orients new staff to the Behavioral Health programs; participates on a limited basis in providing direct client services; completes performance evaluations of subordinates; does related work as assigned by the Deputy Director – Behavioral Health.

EMPLOYMENT STANDARDS

Education/Experience: Minimum of a Master’s degree in psychology, social work, or related field which provides the educational basis for licensing to provide psychotherapy, AND possession of a valid California license to practice psychotherapy AND at least one year of experience providing clinical supervision and guidance. One year of full-time supervisory experience in public behavioral health programming desired but not required.

Knowledge of: Current clinical and management techniques and practices in public behavioral health; scope and activities of public and private health and welfare agencies and other community resources; principles and techniques of system of care; principles and practices of effective supervision and training; laws and regulations governing local behavioral health services; changes in public mental health practices in the last three to five years.

Ability to: Provide effective leadership and supervision; act as a liaison between staff and administration; communicate effectively in written and oral forms; establish and maintain cooperative working relationships with multi-system partners and as part of the multidisciplinary team; manage multiple tasks and respond appropriately to crisis situations; utilize supervision effectively and ensure communication up and down the supervision chain; adopt and assist in the implementation of the cultural changes in the provision of Behavioral Health Services. Must have ability to sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, climb and descend stairs, twist, and lift and carry up to 25 pounds; use a telephone; and drive a motor vehicle. Consistent attendance is an essential function of the position.

Special requirements: Incumbents must possess and maintain a valid California license to practice psychotherapy (LCSW, MFT, or Ph.D.) during the term of employment and *must provide proof of licensure at the time of application.* **Must be available for 24-hour on-call duty rotation.** Must also successfully complete a pre-employment background investigation and possess a valid operator's license issued by the State Department of Motor Vehicles.

NEPOTISM POLICY: A copy of Inyo County Personnel Rules and Regulations, Section 107, is available upon request.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and will include a qualification screening and oral examination.