

## **CLASSIFICATION SPECIFICATION CLINICAL SUPERVISOR**

*Draft*

### **GENERAL:**

This classification level is responsible for ongoing clinical supervision of a designated group of staff in one or more program areas. Clinical supervision includes, but is not limited to the provision of leadership, coaching, training and ongoing support and supervision to staff with the aim of developing and enhancing their clinical knowledge, attitude and skills.

### **TYPICAL DUTIES:**

- Provide clinical leadership and decision making skills to assigned team(s) by enhancing the knowledge base, self-awareness and skills of the staff in providing effective and efficient therapeutic services.
- Provide orientation, training, and ongoing, regular supervision of staff in relation to the clinical service provided in the assigned area.
- Provide regular Clinical Supervision to staff through direct observation, other indirect means and providing feedback. This includes, but is not limited to, observing individual and group counseling sessions, team functioning, and reviewing documentation.
- Conduct client file reviews and other clinical documentation to ensure AFM standards concerning client assessment, rehabilitation planning and documentation are met. Provides feedback to staff re: same.
- In conjunction with staff, create an Individual Development Plan, which specifies training and development needs in order of priority, and states strategies to meet those needs.
- Consult with staff regarding case management, assessment, rehabilitation planning, best practices, models of counselling, and therapeutic support.
- Assist the team in the development of the skills involved in the processes of decision making, problem solving and clinical intervention.
- Encourage the ongoing philosophy of continuous improvement and continuous learning within the team.
- Provide consultation, support, and debriefing of crisis situations or potential crisis situations.
- Provide leadership in the development and enhancement of rehabilitation services and programming.
- Provide input for staff performance appraisals.
- Provide clinical service to the client group for the purposes of maintaining clinical skills, and to demonstrate effective clinical behavior for staff.
- May be designated as the person in charge in the absence of the program supervisor.
- Involved in the recruitment process and orientation of clinical staff.

- Facilitate training events or presentations to staff, other related professionals and agencies.
- Participate on committees, teams or working groups at the local, provincial or national level.
- Abide by the Code of Professional Practice.
- Required to travel between locations in the conduct of duties.

#### ***QUALIFICATIONS:***

- Masters degree in a related discipline with a minimum of five (5) years clinical experience and two (2) years team leadership experience and/or an equivalent combination of related education and experience.
- Experience in individual and group counselling.
- Demonstrated effective clinical skills within the context of the addictions field.
- Demonstrated effective leadership skills.
- Demonstrated strong analytical, problem solving and planning skills.
- Demonstrated crisis management skills.
- Proven ability to teach, motivate and communicate effectively.
- Proven ability to foster and work successfully within a team environment.
- Proven ability to provide coaching and performance feedback to staff.
- Proven ability to offer critical feedback in a supportive, direct manner.