

TITLE: Treatment Supervisor

Responsibility and Scope of Practice

Supervisory and direct care work for an DHS licensed behavioral health provider.

Responsible for providing treatment supervision to each staff person who provides services to a client, and who is not a Treatment Supervisor nor a certified rehabilitation specialist.

A mental health professional must maintain a valid license with the mental health professional's governing health-related licensing board and must only provide services to a client within the scope of practice determined by the applicable health-related licensing board.

Hours Worked:

May be full or part-time. The Treatment Supervisor must be flexible to accommodate various program, client, and staff needs. Scheduled work hours will be established at the time of hiring recognizing that events such as client crisis, team meetings, family education, etc. may fall outside the usual business hours and the Treatment Supervisor is expected to attend.

The Treatment Supervisor is required to be accessible to the facility within 30 minutes of time. The Treatment Supervisor is required to be available on-call outside the usual work hours.

Responsible To:

The Treatment Supervisor is responsible to the Treatment Director.

Qualifications:

The Treatment Supervisor must be Mental Health Professional defined by Minnesota Statutes, section 245I.04, subd. 3. A mental health professional must maintain a valid license with the mental health professional's governing health-related licensing board and must only provide services to a client within the scope of practice determined by the applicable health-related licensing board.

* Degree of Authority to Act:

A = Independently **B** = With supervisory consultation

Responsibilities and Standards of Performance:

- To be responsible for the overall clinical and treatment supervision of client Individual Treatment Plans and program activities
 - **A1.** Seek and review client social historical, psychological, psychiatric, and health related information prior to screening interview.
 - Provide instruction on alternative strategies if a client is not achieving treatment goals.
 - Review and evaluate each client's assessments, treatment plans, and progress notes for accuracy and appropriateness.

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- **A2.** Assure that a functional assessment is completed.
- **A3.** Assure a diagnostic assessment is completed.
- **A5.** Review Individual Treatment Plans.
- **A6.** Facilitate weekly treatment team reviews of client progress towards meeting treatment goals and summarize progress by way of documentation.
- **A7.** Document discharge planning designed to assist clients in transitioning from residential treatment to community-based services.
- **A8.** Assure that client's case manager and individuals permitted by the client are involved in treatment and discharge planning.
- **A9.** Review and approve all non-licensed personnel's treatment documentation in the EHR.
- To be actively involved in client treatment.
 - **A1.** Provide individual and group counseling to clients, families and significant others as permitted by the client.
 - **A2.** Assess and refer clients to other mental and physical health services as indicated.
- Treatment supervision of staff persons who are not mental health professionals or certified rehabilitation specialists.
 - A1. Develop individual treatment supervision plans for each staff person.
 - A2. Provide treatment supervision that focuses on each client's treatment needs and the ability of the staff person to provide services to each client.
 - A3. Review and evaluate the interventions that the staff person delivers to each client.
 - A4. Instruction on the cultural norms or values of the clients and the communities that the program serves and the impact that a client's culture has on providing treatment.
 - A5. Evaluation of and feedback regarding direct service person's areas of competency.
 - A6. Coaching, teaching, and practicing skills with staff person.
- To maintain open and honest communication with the Treatment Director, Program Director, and other staff promoting the concept of teamwork and support.
 - **A1.** Inform Program Director of all significant happenings.
 - **A2.** Communicates client and program needs to Program Director and other staff via timely written and verbal communication.
 - **A3.** Promptly respond to client and staff emergencies in a supportive manner.
- To be responsible for maintaining professional conduct in performance of duties.
 - **A1.** Maintain licensure as a Treatment Supervisor.
 - **A2.** Present the program and organization to the public in a positive and supportive manner.
 - **A3.** Perform duties in accordance with Thrive policies.

I acknowledge that I have read and understand this document.

Thrive Behavioral Network, LLC

Date of Hire

First Date of Direct Contact

Signature

Date