



**HEALTH CENTER
PARTNERS**
of Southern California

A Family of Companies



JOB DESCRIPTION

JOB TITLE:	Clinical Supervisor	COMPANY:	IHP 100%
REPORTS TO:	Assistant Director of Managed Care		
DIRECT REPORTS:	N/A		
STATUS:	Exempt	Full-Time	
OUTSIDE TRAVEL:	25%	SECURITY LEVEL:	WORK CONDITIONS: Home
	7-7/M-F		Office /Local Health Centers

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.

JOB SUMMARY

Integrated Health Partners (IHP) of Southern California is seeking a licensed behavioral health clinician to support both the clinically integrated network, federally qualified health centers (FQHCs), and the community by providing oversight of student therapy trainees. This grant-funded position will provide clinical supervision to students across multiple FQHCs and community-based organizations. The position will collaborate with health center clinicians and leadership to integrate trainees at their placement sites and maintain responsibility for associated administrative functions, including student evaluations, training hour logs, preplacement documentation, curriculum development and selection interviews. The position will partner with IHP Operations and Social Care Management Teams to advance IHP's Behavioral Health initiatives, facilitate the IHP Behavioral Health Workgroup, and represent IHP at community based behavioral health meetings. This position actively supports the mission and vision of Health Center Partners of Southern California and its subsidiaries helping to improve workforce development and access to behavioral health care.

ESSENTIAL JOB FUNCTIONS

- Advance the IHP Behavioral Health Training Program by collaborating with health centers, community-based organizations, and local schools, marketing the program, expanding program offerings, and providing ongoing support to participating training placement sites.

- Provide weekly individual supervision to student trainees and complete student evaluations.
- Mentor students completing community projects at participating trainee sites.
- Collaborate with the IHP team to achieve all grant related deliverables, provide representation to grant funders, and attend grant required meetings and trainings as required.
- Complete accurate and timely grant reporting.
- Foster awareness of FQHCs and highlight the benefits of serving this population.
- Collaborate with external staff and leadership to coordinate student placements, curriculum, training schedules, caseloads, and other programmatic logistics.
- Participate in all required trainings, education, and field instructor events, as required by collaborating schools.
- Develop and host trainings to support behavioral health clinicians based on current needs of health center staff.
- Become an active member in designated community and FoC committees and workgroups focused on behavioral health initiatives, improving access to care, and addressing workforce shortages.
- Partner with network Operations Team to advance IHP's Behavioral Health strategy and the IHP Behavioral Health training program.
- Partner with the IHP Social Care Management Team to complete psychological assessments, care planning, and referral recommendations.
- Provide consultation to the IHP Social Care Management Team on complex cases as needed.
- Assist with the facilitation of the IHP Behavioral Health Workgroup and the FoC Behavioral Health Directors Committee.
- Document work, display results effectively and appropriately, and contribute content for regular progress reports.
- Ensure compliance with industry, state, and network practices.
- Perform other project-related duties as assigned.

QUALIFICATIONS

Required Skills

- Must possess a valid driver's license, auto insurance and own transportation for use in work, and be flexible with working some evenings and weekends within a 40-hour workweek.
- Ability to travel throughout the United States. Local and out-of-town travel may be required.
- Ability to remain open-minded and change opinions based on data and/or new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; anticipate, and plan for and adapt to varying patient / customer needs.
- Assume the role of training supervisor; advocate new ideas, even when risk is involved; set an example for trainees; provide constructive feedback and oversee programmatic logistics.
- Ability to triage patient care needs and employ de-escalation techniques as needed.
- Ability to manage multiple projects and determine project urgency in a meaningful and practical way.
- Use goals to guide actions and create detailed work plans and action plans. Organize and schedule self, people, and tasks.
- Maintain a deep understanding of HIPAA. Carry out responsibilities in keeping with applicable laws, regulations, and industry standards; alert to potential for internal problems and report concerns appropriately.

- Possess excellent communication skills, both verbal and written.
- Uphold a personality of positivity and desire for relationship building.

Education/Experience

- Master's degree in social work, Marriage and Family Therapy, or Psychology from an accredited academic institution.
- At least two years clinical experience post master's degree.
- Hold a clinical license in the state of California
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Geographical Location, Standard Business Hours, and Travel Requirements

- Located in the assigned territory no more than a 60-minute radius to a major U.S. airport.
- Business hours are generally 8:00-5:00 PST.
- A minimum of 5% travel is required for staff development purposes.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time.
- Ability to reach, bend and stoop.
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patients, students, employees, and volunteers' information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent, or unlawful behavior or activity.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment.
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures.
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer.

I acknowledge that I have read and understand this job description. My signature below certifies that I can perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

Signature

Date

Employee Name (please print)