

**HAMILTON COUNTY**  
**RIVER CITY CORRECTIONAL CENTER**  
An Equal Opportunity Employer

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Position Title: Clinical Supervisor

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Division:	River City Correctional Center	FLSA Status:	Exempt
Reports to:	Program Director	Civil Service Status:	Unclassified
Pay Range:	\$25.00/Hour	Employment Status:	Full-Time
Probation:	180 Days	Lunch:	One Hour
Work Hours:	40 hours/week		

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***Nature of Work in this Class***

The Clinical Supervisor coordinates the implementation of all treatment, case management, education, job readiness and educational programming for residents. This position supervises and coordinates the work activities of Case Managers, Educational Specialists and Employment Specialists. Work is supervised by the Program Director.

***Essential Functions***

- Trains, Supervises and coordinates work activities of Case Managers
- Ensures work is performed in accordance with regulations.
- Reviews intake documentation on residents assigned to specific pod.
- Administers day to day programming, including scheduling of pod activities.
- Ensures adequate resources are available for delivery of services to residents.
- Meets with treatment staff on a weekly basis and facilitates case reviews.
- Maintains accurate monthly statistics and prepares reports for Program Director.
- Meets with Program Director and other Team Leaders on a weekly basis.
- Chairs quality assurance meetings to ensure resident records are maintained and quality standards are met.
- Manages relationships with outside agencies.
- Maintains strict confidentiality with respect to information obtained and processed in the operation of the facility.
- Manages all aspects of individual caseload and individual case records and program records of residents assigned to them.
- Apply behavior management system to manage residents' behaviors.
- Performs crisis intervention services.
- Makes court appearances as designated.
- Maintains strict confidentiality with respect to information obtained and processed in the operation of the facility.

***Marginal Functions***

- Performs related administrative duties including staff performance evaluations.
- Supplements facility coverage as needed.
- Performs all other duties as required.

### ***Positions Supervised***

Case Managers and Education Specialists

### ***Knowledge, Skills and Abilities***

- Working knowledge of basic supervision skills.
- Ability to establish and maintain effective working relationships with clients, supervisees, supervisors, other departments and outside resources.
- Knowledge of sociology, psychology, criminal justice and other social sciences.
- Knowledge of crisis intervention techniques.
- Knowledge of substance abuse evaluation and treatment.
- Knowledge of local treatment programs.
- Knowledge of domestic violence and child abuse issues.
- Ability to establish and maintain effective working relationships with residents, residents' families, co-workers, outside agencies, etc.
- Ability to gather, collate and classify information about data, people or things.
- Ability to work under stressful and demanding conditions.
- Ability to effectively manage time and organize workload.
- Skill in oral and written communication.
- Ability to work independently.

### ***Working Conditions***

Moderate noise in Correctional Facility setting.

### ***Physical Demands***

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms.
- Must be able to transfer up to 40 pounds.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, facsimile machine and a computer terminal, and to read reports, correspondence and instructions.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports with recommendations.

### ***Communications***

Conveys and receives information in person, over the telephone, as well as by automated means.

### ***Qualifications***

Bachelor's degree from an accredited institution in social/behavioral sciences field **OR** licensure as social worker/professional counselor or certification as Ohio Chemical Dependency Counselor. Strong working knowledge of the criminal justice system, understanding of cognitive behavioral treatment and the principles of effective intervention.

### ***Licensure and Certification***

Licensure as a Social Worker/Professional Counselor or certification as Ohio Chemical Dependency Counselor preferred