



Job Title: Clinical Supervisor
Program: Living Well Clinic
Classification: Temporary, Full-time/Exempt
Salary: \$127,088.00 - \$140,108.80/Annually
Reports to: Program Director
Location: 4879 E. Cesar Chavez Blvd, Fresno, CA 93727
Date: May 19, 2025

1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Clinic, Holistic Wellness Program, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Empower, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

The Fresno Center’s Mission Statement: To assist individuals in becoming self-sufficient, self-fulfilled and productive members of the community while fostering cultural preservation and promoting cross cultural understanding.

The Fresno Center’s Vision: The Fresno Center will be a champion for positive change through empowerment, education, and collaboration.

2. THE PROGRAM

The Fresno Center’s Living Well Clinic (LWC) is a “fee-for-service” organizational provider contractor with the Fresno County Mental Health Plan to provide Cultural Specific Services. It utilizes culturally and linguistically capable, qualified mental health practitioners to provide three levels of care, outpatient (OP), intensive case management (ICM), and Full Service Partnership (FSP) services, to the Southeast Asian (SEA) community, particularly those of Hmong, Laotian, Vietnamese or Cambodian descent who are Medi-Cal eligible. The mental health services are provided in appropriate SEA languages accordingly to serve targeted population.

The Fresno Center’s Living Well Clinic offers a clinical supervision and training program for graduate, post-graduate, doctoral, and post-doctoral students, with a focus on supporting individuals from Southeast Asian (SEA) communities. The goal of the program is to help increase the number of licensed mental health professionals with the cultural and linguistic competencies needed to serve diverse communities, including those of Hmong, Laotian, Vietnamese, and Cambodian descent. We encourage applicants from all backgrounds and are committed to fostering an inclusive and equitable training environment.

The position is contingent upon continued funding. The Fresno Center will not be responsible in any manner for terminations which are due to the defunding of Federal or State Contracts/Grants. The Fresno Center is at-will and may be terminated by you or the company at any time regardless of the end date of the Federal or State Contracts/Grants.

3. POSITION SUMMARY

The Clinical Supervisor provides professional behavioral health services including screening, crisis management, assessment, treatment planning, traditional case management and care coordination, therapeutic case management, supportive services, individual and group psychosocial rehabilitation, collateral services, individual, family, and group therapy and wellness services to identified adults and children with mental health and/or substance use disorders. Incumbents provide these professional behavioral health services in accordance with State of California laws and regulations. In addition, this position will provide



administrative and clinical supervision to staff and interns as assigned; including completion of performance evaluations, staff development plans, and monitor achievement of utilization rate standards.

The Clinical Supervisor will be a licensed marriage family therapist, professional clinical counselor, or clinical social worker, and has a minimum of 2-year experiences in mental health work. Also, the individual should have knowledge of Mental Health Service Act (MHSA) and experiences in working with low income, ethnically diverse populations, preferably Southeast Asian Refugees. The individual must be familiar with all California State licensure regulations and requirements, including but not limiting to licensed psychologist, registered psychology, LMFT, AMFT, LCSW, ASW, LPCC, and PCCI internship requirements, and has excellent management and interpersonal skills. The individual reports directly to the Clinical Director and Medical Director and will exhibit the highest professional standards and ethical principles and will be committed to the tenets of TFC's Mission and Vision.

4. JOB DUTIES & RESPONSIBILITIES

- 4.1. Evaluates behavioral health needs and formulates a behavioral health wellness and recovery service plan that reflects the strengths, needs, abilities and preferences expressed by the individual served.
- 4.2. Conducts screening, crisis management, assessments, treatment planning, therapeutic case management, traditional case management and care coordination, supportive services, individual and group psychosocial rehabilitation, collateral services, and individual, family and group therapy as part of a behavioral health wellness and recovery service plan.
- 4.3. Provides services in adherence with models of care and clinical approaches endorsed by the Living Well Clinic.
- 4.4. Provides behavioral health consultative services to professional personnel within the organization and with other agencies to help them better serve individuals, families, and communities.
- 4.5. Provide administrative and clinical supervision to staff and interns as assigned; including completion of performance evaluations, staff development plans, and monitor achievement of utilization rate standards.
 - 4.5.1. a. Provide clinical training for staff and interns.
 - 4.5.2. b. Evaluate clinical supervisee's clinical skills and provide training and guidance in the development of their ability to provide culturally competent diagnosis and assessment; development of service treatment plans and documentation of services provided as well as other program requirements.
 - 4.5.3. c. Oversee the supervisees' productivity and assist them in achieving utilization standards.
 - 4.5.4. d. Review and approve supervisees' progress notes within 48 hours of submission
 - 4.5.5. e. Review and approve supervisees' opening and closing of client charts. Ensure that clients' annual reviews, service plan reviews and all written documentation for the clients assigned to the team are updated on time.
 - 4.5.6. f. Approve training and leave requests of supervisees.
 - 4.5.7. g. Provide weekly a minimum of one (1) hour of clinical supervision to assigned supervisee.
 - 4.5.8. h. Provide weekly group supervision to assigned group of clinicians.
- 4.6. Assists individuals, families, other professional staff and community agencies with wellness and recovery service planning and delivery, discharge and follow-up planning, related aspects of access to services, and transitions in care/
- 4.7. Assists in assuring that program policies are properly implemented.
- 4.8. Assist in reviewing case files to assure compliance with County policies, procedures, and billing requirements.
- 4.9. May facilitate or coordinate projects, participate in systems-level initiatives, represent LWC at various meetings or events, or provide in-services, trainings, or presentations on behalf of LWC.
- 4.10. Other duties as assigned by supervisor/director.

5. MINIMUM QUALIFICATIONS:

- 5.1. License: Valid Clinical Social Worker, Professional Clinical Counselor, or Marriage and Family Therapist License issued by the State of California, Department of Consumer Affairs, Board of Behavioral Sciences or Licensed Psychologist issued by State of California, Department of Consumer Affairs, Board of Psychology.
- 5.2. Must have a valid CA Driver's license and current automobile insurance.
- 5.3. Bilingual proficiency in a Southeast Asian Language is highly desirable to support the needs of the community. (Proficiency in Hmong or Lao preferred).
- 5.4. Must have a valid CA Driver's license and current automobile insurance.
- 5.5. Must be to complete and pass background check, Live Scan, and drug test clearance.

6. COMPETENCY:

6.1. Knowledge of:

- 6.1.1.** Southeast Asian community in Fresno County

- 6.1.2. Principles, theories, techniques, and practices used for diagnosis, treatment planning, and intervention with adults, youth and families experiencing serious mental illness, and serious emotional disturbance.
- 6.1.3. Principles, theories, techniques, and practices of providing services within a wellness, resiliency, and recovery evidence-based practices framework;
- 6.1.4. Principles, theories, techniques, and practices of psychiatric rehabilitation, care coordination, and therapeutic case management;
- 6.1.5. Care coordination with community-based programs and allied behavioral health services and resources;
- 6.1.6. Laws, regulations, and ethical standards governing behavioral health treatment and medical records; patients' rights, grievance procedures, voluntary and involuntary treatment, and commitment criteria and related requirements;
- 6.1.7. Behavioral health clinical interviewing techniques and treatment methods;
- 6.1.8. Cultural humility and responsivity theory, practice and application in behavioral health settings with diverse individuals, families, and communities;
- 6.1.9. Impacts of health disparity, historical racism, inter-generational trauma, and other social determinants of health;
- 6.1.10. Principles and practices associated with clinical risk assessment, crisis intervention, and clinical risk management including, but not limited to, clinical evaluation and management of care with persons experiencing risks for harm to self and harm to others;
- 6.1.11. Application of evidence-based practices in community behavioral health settings.

6.2. **Skills/Abilities to:**

- 6.2.1. Conduct a thorough clinical biopsychosocial assessment and provide an accurate diagnosis within the cultural and linguistic perspective of the person served from the most current Diagnostic and Statistical Manual;
- 6.2.2. Develop an individualized goal-directed, strengths-based, and time-limited behavioral health wellness and recovery plan in collaboration with the person served that accurately reflects their goals and recovery process as defined by them with the support of their family and/or other supportive parties;
- 6.2.3. Coordinate and collaborate with community-based programs and allied behavioral health services and resources, including the coordination of continuity of care with other treatment-related services with caseworkers, probation officers, healthcare providers and other community-based professionals;
- 6.2.4. Work within a multi-disciplinary treatment team inclusive of professionals from disciplines including psychiatry providers, peer support providers, case managers, clerical support, and others;
- 6.2.5. Conduct outcome measured culturally appropriate individual/group/family psychotherapy, rehabilitation services and case management services;
- 6.2.6. Effectively utilize clinical measurement tools and data;
- 6.2.7. Develop and implement effective transition plans with individuals and families as their needs for service change;
- 6.2.8. Communicate effectively, both orally and in writing, with people of all educational, socio-economic, and cultural backgrounds;
- 6.2.9. Effectively prepare detailed and accurate documentation and other records in standard form and language in compliance with local, state, and federal rules and regulations while utilizing collaborative documentation process;
- 6.2.10. Independently prioritize and organize a wide array of complex tasks and responsibilities;
- 6.2.11. Operate computer hardware and software including, but not limited to, typing, use of email, use of Electronic Health Records, and equipment used in delivering behavioral health services and conducting presentations and conference calls;
- 6.2.12. Lead and/or participate in behavioral health services team meetings;
- 6.2.13. Remain knowledgeable and proficient in behavioral health practices through independent and self-directed readings, research, professional organizations, academic training, and participation in direct client services;
- 6.2.14. Mentor, train, support and provide appropriate clinical direction for unlicensed and paraprofessional staff;
- 6.2.15. Establish and maintain effective working relationships at all organizational levels, as well as with other agencies and the public;
- 6.2.16. Keep current with new developments, trends of thoughts, and literature in the fields of psychology, social work, and/or other mental health services especially evidence-based practices and wellness and recovery models and any other areas that the program determines as a priority.

7. **SUPERVISORY RESPONSIBILITIES:**

- 7.1. LWC is a training site which offers an opportunity for students interns to gain experience and knowledge of programs and services. Clinical Supervisor is responsible for providing and managing supervision for unlicensed clinicians and/or for precepting interns and/or volunteers from different universities.



8. PERSONAL QUALITIES

- 8.1. Accountable
- 8.2. Diligent and organized
- 8.3. Ethical
- 8.4. Punctual
- 8.5. Able to adapt to changing priorities in a dynamic work environment.
- 8.6. Problem-solver
- 8.7. Creative
- 8.8. Maintain confidentiality in handling sensitive information
- 8.9. Humble
- 8.10. Genuine

9. WORK ENVIRONMENT:

- 9.1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- 9.2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10. TYPICAL WORKING CONDITIONS:

- 10.1. The office setting is a normal environment.
- 10.2. Occasionally work during early morning, evening, or weekend.
- 10.3. May be subject to temperature variances in the office.
- 10.4. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy day.

11. TYPICAL PHYSICAL DEMANDS.

- 11.1. Requires sitting, standing, or walking for up to eight hours a day.
- 11.2. Some bending, stretching, or reaching may be necessary.
- 11.3. Lifting to 40 pounds may be required on occasion.
- 11.4. Vision must be correctable to 20/20
- 11.5. Hearing must be in the normal range for telephone contact.

12. POSITION TYPE AND EXPECTED HOURS OF WORK:

- 12.1. This is a full-time non-exempt position with typically work hours from Monday through Saturday; Monday through Friday from 8 AM to 6 PM and Saturday from 8 AM to 12 PM. Additionally, the position will be on a rotating on call services 24hours/7 days a week for individuals in the LWC program.

13. TRAVEL:

- 13.1. Travel time is expected for the position. Travel time includes travel to meetings, off-site training, or between job sites, as needed, locally.
- 13.2. Individuals may also be expected to use their own vehicle to travel and with mileage reimbursement.
- 13.3. A company car may be used when transporting a client to and from his or her placement, or field activities.

14. REQUIRED EDUCATION AND EXPERIENCE:

- 14.1. **Education:** A Doctoral Degree in Clinical Psychology with an emphasis in clinical psychology with emphasis in clinical work, or Master's Degree in Marriage and Family Therapy, or other course of study acceptable to the State of California Board of Behavioral Sciences.
- 14.2. Experienced in providing clinical services to Southeast Asian Community, families, and knowledge of collaboration with other agencies and services providers for a minimum of 5 years.
- 14.3. Experienced as a licensed mental health clinician for a minimum of 5 years.
- 14.4. Experienced in providing clinical supervision for a minimum of 3 years.

15. ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- 15.1. Incumbents must pass initial credentialing and re-credentialing requirements and maintain compliance at all times with state licensing credentialing requirements while occupying this classification.



15.2. All providers in this classification are required to have a valid National Provider Identifier (NPI) number prior to their first day of employment and maintain a valid NPI throughout the duration of their tenure in this classification. In addition, all providers in this classification must be registered with the National Plan and Provider Enumeration System (NPPES) under the correct taxonomy.

16. BENEFITS:

- 16.1. Medical, vision, and dental coverage.
- 16.2. Life insurance coverage at annual salary.
- 16.3. Sick leave, per personnel policy.
- 16.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- 16.5. Vacation, per personnel policy
- 16.6. Holidays per personnel policy

17. Affirmative action plan/Equal employment opportunity (AAP/EEO):

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company’s equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

18. Acknowledgment

I acknowledge that I have read and understand the above job description, responsibilities, and standards of the position. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

I understand the position is contingent upon continued funding and the (The Fresno Center) will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts. I understand that I am an at-will employee and can be terminated at any time with or without cause.

Print Employee’s Name

Employee’s Signature

Date