



<b>Job Title:</b>	Clinical Supervisor
<b>Organization/Program:</b>	Asian American Recovery Services, Inc.
<b>Department:</b>	Clinical Services
<b>Location:</b>	San Jose/Milpitas
<b>Reports to:</b>	Associate Director of Clinical Services
<b>Classification:</b>	Regular, Part Time, Non-Exempt
<b>Salary Range:</b>	\$52,000 - \$65,000 p.a. based on 100% FTE basis

**Description:** AARS, Inc. is an innovative substance abuse prevention, intervention, treatment and research agency serving the greater SF Bay Area. The Clinical Supervisor provides support in the planning, development, execution, and on-going evaluation of AARS' behavioral health care programs and clinical services, assuring that they meet all appropriate professional standards, licensing/certification and grant conditions, requirements. The Clinical Supervisor is also responsible for assuring Santa Clara programs and services are culturally proficient for the Asian/Pacific Islander populations served.

**Supervisory Responsibilities:** This position has managerial responsibility, including conducting of, or participation in performance appraisals and the authority to recommend action for line and supervisory employees.

**Primary Duties and Responsibilities (other duties as assigned):**

- Provide consultation and guidance to line staff in addressing client management, crisis intervention, and emergencies to insure adherence to professional standards and policies.
- Quality Assurance through chart review, facilitate peer review and related activities to insure quality of services. Oversees charting and documentation at the necessary Medi-Cal and County standards.
- Provide Clinical Supervision for license eligible Interns or Psychological Assistant per BBS standard to MFT or LCSW Interns or Psychological Assistant.
- Ensure client confidentiality and privacy, including client records.
- Ensure staff compliance with Medi-Cal processes including charting/documentation, billing, and Q&A.
- Contribute to the development of client-sensitive policies and procedures supporting the delivery of programs and services.
- Under the direction of the Associate Director, coordinates or provides substance abuse and mental health services training, and other related staff development activities.
- In collaboration with Program Manager(s), support compliance to Federal funded treatment grants.
- Interest in certification for GAIN assessment and evaluation tool.
- In coordination with Program Managers support compliance with all appropriate professional standards (including facilities and clinician licensing and certification requirements), and AARS funding organization conditions for the delivery of behavioral health care.
- In collaboration with Program Managers, assure coordination and collaboration among all programs and services, and provide support to an integrated case-management approach to client services.
- Assist Program Managers to develop, implement, and evaluate program.
- Actively works with local, state, federal and private-sector representatives to develop resources and support for behavioral health care programs and services.
- Attend required meetings and training as appropriate.

***Qualifications:***

- California state license in psychology, social work, marriage and family therapist with a graduate degree in either psychology, social work, or counseling.
- Completion of required Clinical Supervision Certification per BBS, if applicable.
- Certification in substance abuse counseling preferred.
- Experience in the provision of behavioral health services, and knowledge of the developing or current service delivery options.
- Experience in meeting compliance standards for federal, state and local government contracts and grant requirements.
- Experience in Medi-Cal procedures including billing and documentation.
- Experience in program planning, program development and implementation, and program evaluation.
- Demonstrated knowledge and sensitivity to the cultures of Asian and Pacific Islander communities.
- Excellent verbal and written communication skills.
- Ability to evaluate program supervisor and line staff regarding their ability and effectiveness in provision of and/or arrange for appropriate services for clients.
- Valid California driver's license; ability and willingness to travel off site.
- Bilingual in Asian languages preferred.
- Bi-cultural in Asian or Pacific Islander community and mainstream US community.
- Flexible work schedule.

***Application Deadline:*** Position will remain open until filled. Send resume and letter of interest to:

Asian American Recovery Services, Inc.  
Attn: Lien H. Cao, Associate Director Santa Clara County  
1340 Tully Road, suite 304  
San Jose, CA 95122  
Email: lhcao@aars-inc.org  
Fax : (408) 271-3909

*Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.*

*AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.*