

---

**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

---

### **Vacancy Announcement**

**Title:** Clinical Supervisor  
**Reports To:** Human Services Director  
**Location:** Yreka with travel to Happy Camp and/or Orleans  
**Supervises:** Clinical Supervision of Licensed and Non-licensed direct service mental health staff  
**Child Sensitive Position:** Yes  
**Salary:** \$75,000 - \$91,000 Annually DOE

**Summary:** The Clinical Supervisor will provide individual and group clinical supervision in accordance with the Board of Behavioral Science (BBS) and/or Board of Psychology (BOP) standards and guidelines to licensed and unlicensed Behavioral Health Staff in the Human Services Program. . The emphasis of the Behavioral Health services is multi-faceted and includes meeting of clinical benchmarks for quality of care and productivity, ensuring proper care is being provided in accordance with program contracts, developing and providing ongoing clinical staff development. Duties may include participation in establishing clinical practice policy, case conferencing, creating and reviewing treatment plans as needed. The position will require direct service to patients and clients of the center. The Clinical Supervisor will independently provide assessment, diagnosis, prognosis, counseling and psychotherapy. The Clinical Supervisor shall network with a variety of community resources to increase the availability and cultural sensitivity of the delivery of services. The Clinical Supervisor will work closely with Human Services Director ensuring the quality of clinical services is maintained to Yreka, Happy Camp and Orleans clients. The Clinical Supervisor provides direction, training and clinical chart auditing for assigned registered mental health and student interns; participates in staff/intern training and quality assurance/peer review functions; performs detailed patient record documentation and maintains caseload records; prepares intake and discharge summaries, progress notes and treatment reviews.

**Child Sensitive Position:** Yes

**Classification:** Full Time, Regular, Exempt

### **Application Deadline: June 21, 2019 at 5 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/index.php/jobs](http://www.karuk.us/index.php/jobs)

The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us/index.php/jobs](http://www.karuk.us/index.php/jobs) or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041 Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us).

## Position Description

**Title:** Clinical Supervisor

**Reports To:** Human Services Director

**Location:** Yreka with travel to Happy Camp and/or Orleans

**Supervises:** Clinical Supervision of Licensed and Non-licensed direct service mental health staff

**Child Sensitive Position:** Yes

**Salary:** \$75,000 - \$91,000 Annually DOE

**Summary:** The Clinical Supervisor will provide individual and group clinical supervision in accordance with the Board of Behavioral Science (BBS) and/or Board of Psychology (BOP) standards and guidelines to licensed and unlicensed Behavioral Health Staff in the Human Services Program. . The emphasis of the Behavioral Health services is multi-faceted and includes meeting of clinical benchmarks for quality of care and productivity, ensuring proper care is being provided in accordance with program contracts, developing and providing ongoing clinical staff development. Duties may include participation in establishing clinical practice policy, case conferencing, creating and reviewing treatment plans as needed. The position will require direct service to patients and clients of the center. The Clinical Supervisor will independently provide assessment, diagnosis, prognosis, counseling and psychotherapy. The Clinical Supervisor shall network with a variety of community resources to increase the availability and cultural sensitivity of the delivery of services. The Clinical Supervisor will work closely with Human Services Director ensuring the quality of clinical services is maintained to Yreka, Happy Camp and Orleans clients. The Clinical Supervisor provides direction, training and clinical chart auditing for assigned registered mental health and student interns; participates in staff/intern training and quality assurance/peer review functions; performs detailed patient record documentation and maintains caseload records; prepares intake and discharge summaries, progress notes and treatment reviews.

**Child Sensitive Position:** Yes

**Classification:** Full Time, Regular, Exempt

### **Responsibilities:**

1. Shall provide clinical supervision to licensed or registered interns weekly in individual and group settings. .
2. Shall have knowledge of and understand the laws and regulations pertaining to both the supervision of interns and the experience required for licensure as a Clinical Social Worker or Marriage and Family Therapist.
3. Shall ensure that the extent, kind, and quality of clinical work performed is consistent with the training and experience of the intern and/or licensed staff.
4. Shall review client/patient records, monitor and evaluate assessment and treatment decisions of the mental health provider, and monitor and evaluate the ability of the provider to provide services at the site(s) where he or she will

be practicing and to the particular clientele being served, and ensure compliance with all laws and regulations governing the practice of mental health services.

5. Shall provide consultation and support to staff as needed including being available for staff to debrief about difficult situations.
6. Shall provide behavioral health services from a strength based and trauma informed perspective. Working knowledge of historical trauma is preferred.
7. Shall maintain records to meet State and Federal clinical documentation requirements, including Medicaid, Medicare and other health care funders.
8. Shall develop and maintain cooperative, constructive relationships with tribal clients, their families and members of other professional disciplines, social agencies, and the Department of Health and Human Services.
9. Shall work closely with the Director to ensure compliance with Tribal, Federal, State, County, City law, accreditation organizations and grant conditions.
10. Shall allow for and provide access for alternative Mental Health and Substance Misuse treatment, i.e., traditional practices.
11. Provide assessment, diagnosis and interventions utilizing short-term therapy for adults or children/youth in individual and group in an office setting and other community locations within the Karuk Tribe's Service Area.
12. Shall be available for local and out of the area travel as required for professional development or as mandated by the department or by contract.
13. Shall be polite and maintain a priority system in accepting other position related duties as assigned.
14. Provide training to Mental Health interns in treatment protocols, diagnostic and biopsychosocial assessment, interpretation and formulation.
15. Provide training to Mental Health Interns on clinical intervention strategies, treatment planning and behavioral health screenings as necessary for excellent service delivery standards.
16. Assess professional capabilities of Mental Health Interns and Mental Health Therapists to provide behavioral health and assessment services to Adult, Elders and youth clients as directed and participate in the completion of performance evaluations in compliance with Karuk Human Service standards.
17. Shall assist with development and revisions of program policies and procedures.
18. Shall inform Director and the Executive Director of Health and Human Services in a timely manner of any relevant political, financial, clinical and liability issues and make recommendations for any changes in procedures.
19. Work schedule may be modified to support services that extend prior to or after normal working hours, including weekends. It is expected that this will be less than 10% of the annual working hours.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.

2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Work as a team member with fellow co-workers and agency staff.
4. Good clinical understanding of mental health disorders, and diagnoses in the most current DSM. .
5. Shall have a good understanding and experience with Cognitive Behavioral Therapy, Motivational Interviewing and other Evidence Based Modalities.
6. Desire and experience working within a primary care clinic highly desirable.
7. Knowledge of substance misuse and co-occurring disorders.

**Requirements:**

1. Possession of a current, valid, active, permanent, and unrestricted license to practice clinical social worker or marriage and family therapist issued by the appropriate State of California licensing agency AND two years of full time paid licensed clinical social worker or licensed marriage and family therapist
2. Have practiced psychotherapy or directly supervised associate clinical social workers, or associate marriage and family therapists or trainees, who perform psychotherapy as part of their clinical practice, in two of the past five years immediately preceding the commencement of supervision
3. Completed supervisory courses to supervise registered Associate Social Workers.
4. Shall have had sufficient experience, training, and education in the area of clinical supervision to competently supervise associates.
5. Must adhere to professional standards and code of ethics.
6. Must use good judgment and maintain effective boundaries when sharing information about Tribal Operations with county, state and federal staff, other providers, and members of the community.
7. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
8. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation, and written inquiries to appropriate local law enforcement agencies
9. Must possess a valid driver's license, good driving record, and be insurable by the Karuk Tribe's insurance carrier.
10. Must adhere to confidentiality and HIPAA policies.
11. Must be able to provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B vaccine.
12. Must immunize for influenza annually.
13. Must test annually for Tuberculosis (TB).
14. Must successfully pass a pre-employment drug and alcohol screening test.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** Revised January 10, 2008, June 13, 2013, July 14, 2016, Revised: May 9, 2019.

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_