

Above and Beyond Family Treatment Center Job Description

JOB TITLE: Clinical Supervisor

Reports to: Clinical Director
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SUMMARY:

The position of Clinical Supervisor (CS) is primarily responsible for interacting with Above and Beyond senior and primary counselors in order to provide clinical supervision as specified in the Illinois Joint Committee on Administrative Rules: Administrative Code in Section 1470.20 Professional Experience of the TITLE 68: PROFESSIONS AND OCCUPATIONS, CHAPTER VII: DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION, SUBCHAPTER b: PROFESSIONS AND OCCUPATIONS, PART 1470 of the CLINICAL SOCIAL WORK AND SOCIAL WORK PRACTICE ACT. In the aforesaid summary, which is the official statement offered on the Joint Committee Administrative Code's website, there is made reference to the original wording of the ACT itself, which reads:

"[Clinical discussion] regarding the providing of mental health services for the evaluation, treatment, and prevention of mental and emotional disorders in individuals, families, and groups based on knowledge and theory of professionally accepted theoretical structures, including, but not limited to, psychosocial development, behavior, psychopathology, unconscious motivation, interpersonal relationships, and environmental stress."

All discussions held during these supervision sessions are to be kept, in respect to the law that defines it, to the above-mentioned subjects and nothing else. Management, organizational, or social issues must be brought up in other venues, which are in ample supply at Above and Beyond up to, and including, personal access to a therapist and/or direct access to the Executive Director. The CS must know the DASA 2060 and HIPAA well enough to not violate either of the codes in any of the clinical supervision sessions nor during any trainings or floor supervision sessions.

The CS will be expected to keep meticulous records of these supervision sessions which can be accessed by the Office Manager and Director of Intern Programs, so the location must be made known to these colleagues.

The CS will be offering training/supervision at whatever level which satisfies their educational or professional requirements, so knowledge of each supervisee's requirements will be necessary for the CS to be constantly aware of.

The SC/CS's responsibilities may change, according to the needs of the organization and the strategies of the Executive Director and/or the Director of Intern Programs, so a high degree of flexibility will be necessary in the execution and administration of this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following (other duties may be assigned): Responsible for the wellbeing and improvement of a wide variety of interns and staff counselors through meetings, both individual and group, that meet the standards and expectations of the Director of Intern Programs and Clinical Director.

Keeps current on all file maintenance, work papers, software input, meeting notes, and related paperwork on a weekly basis. Organizational skills in maintaining a complex calendar are needed.

Is highly organized, flexible and able to work in a wide variety of circumstances involving progressive and positive interaction with all types and levels of clients, external partners, workforce personnel from the initial contact personnel up to, and including, c-level executives and healthcare professionals.

Understands basic principles of recovery and social reintegration and be able to work comfortably with all manners of required forms, laws, regulatory requirements (agile use and knowledge of research techniques is a fundamental requirement).

Has ability to handle unforeseen client situations which may involve outbursts or extreme antisocial or dangerous behaviors and bring them under control. Offering safety to our clients is a primary responsibility.

Maintains communication with the home office on a regular basis even during off hours when necessary.

Must use socially acceptable language and must stymie any vocabulary that might be offensive to patients or employees of Above and Beyond

Attends mandatory training at various levels concerning subject matter of management's choice.

Occasionally participates in routine training sessions such as recruiting, development of work method or materials, on-the-job (field) training, assistances of various types and so on.

Employee understands the "at-will" nature of the relationship between themselves and Above and Beyond. Employee takes full responsibility for gaining and maintaining a working knowledge of the most updated version of the Employee Manual (always available through the Administrative Manager) with a pledge of adherence to the entirety of it, the letter and the spirit. In addition, employee agrees to correct and/or report any observed or perceived Employee Handbook (Manual) violations on the part of co-workers.

Must report for work punctually and be present during agreed upon hours in order to conduct assigned duties and responsibilities in an exceptional manner (Above and Beyond). In addition, the SC/CS accepts the responsibility for all job duties and responsibilities that are executed in their absence, i.e. after hours, weekend, during vacations, etc. This means that the responsibility for "cross training" and making certain that all direct and indirect functions of program execution, as specified here and as assigned, are covered by named providers at all hours of operation. In addition, the SC/CS will be available for interaction, emergency services, and question answering during off hours

although these requirements are expected to be rare.

SUPERVISORY RESPONSIBILITIES: Supervisory responsibilities will include assisting Director of Clinical Services with program oversight as specified by management, when called upon. This will include proper recruiting, training and management abilities and skill sets which are necessary to be hired into this position.

COMPETENCIES:

To perform the job successfully, the individual needs to possess the following competencies. Any lack thereof requires an aspirational ability to acquire whatever is missing or deficient:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Demonstrates group presentation skills.
- Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork – Relentlessly optimistic. Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, but these disabilities are the responsibility of the employee to make known to the employer in an evidentiary fashion.

EDUCATION AND/OR EXPERIENCE:

A Masters Degree in Mental Health Counseling (CACREP accredited program) or Master of Social Work (CSWE accredited program) with the credential of LCPC or LCSW granted by the State of Illinois (IDPFR).

RESEARCH, WRITTEN COMMUNICATION AND PRESENTATION SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMMUNICATIVE SKILLS:

Ability to maintain calm in the face of chaotic or highly charge emotional situations, which may be sustained and unanticipated. Must be able to come forth with personal suggestions, complaints, questions, solutions, or other unnamed but relevant and important personal thoughts and observations without being solicited.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

WORK ENVIRONMENT:

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; extreme cold and extreme heat; noise; lack of proper work space; cramped office conditions; animals; smoking and/or non-smoking environment; poor or excessive lighting; obnoxious or unpleasant smells; lewd behaviors; loud or obnoxious behaviors on the part of clients and/or employees; poor morale; depression and depressing circumstances or conditions; any other environmental characteristic that exists in the makeup of Above and Beyond's clients, regardless of whether it is noted here or not.

The general conditions in the work environment are, occasionally, not within Above and Beyond's control since some work must take place in locations other than the normal place of business. Therefore, work environment may vary from optimal to undesirable depending on the conditions of the location. Above and Beyond makes no claim as to what the work conditions may be since such a wide variance of work conditions exist. The CS must be able to adapt and work in any environment that is given to him/her as an assignment, provided the work environment is lawfully conducted.