



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Outpatient Clinical Supervisor

**Open Date:** December, 2022

**Closing Date:** Until filled

**Pay Range:** \$34.00 to \$40.00 Per Hour

**Job Purpose:**

Under the direction of the behavioral health director, the clinical outpatient supervisor will manage the clinical integrity of the behavioral health clinic and provide clinical supervision to unlicensed therapists. Clinical outpatient supervisor will also maintain a certain amount of their own caseload.

**Job Responsibilities:**

- Guides staff and interns in the development of their work plans, their assigned duties, responsibilities and scope of authority; consults with staff on problems relative to clients.
- Provides clinical and administrative supervision weekly to staff and interns.
- Ensures client documentation is accurate and submitted within the established time frame.
- Display sensitivity to the cultural and linguistic needs of the clients and families served.
- Interact well with other internal programs and clinical/support staff; and with external sources such as school or community agency, as applicable.
- Ensuring staff has the knowledge, tools, and skills to be successful in their job including providing quality client care and completing documentation.
- Active use of an electronic health record system and agency quality services measures reports with staff is required during in-person supervision.
- The Clinical supervisor is responsible for completion and submission of written reports addressing review of supervisees chart documentation and reviewing client records.
- Meet Agency requirements regarding billing for reimbursable services; consistently provide services in keeping with all programmatic and contractual requirements.
- Attend and actively participate in staff meetings to provide input towards program development and staff training.
- Review and maintain audit ready standards and peer audit.
- Other assigned duties.

**Qualifications:**



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**Chinatown Service Center**

BHD Outpatient Clinical Supervisor

- LMFT/ LCSW/ licensed Psychologist by the State of California Board of Behavioral Science, plus a minimum of two years post-licensure experience. Must maintain licensure as a condition of employment.
- Knowledge of principles and techniques of social, cultural, and intergenerational dynamics of Asian immigrants and refugees.
- Good communication skills, both verbal and written.
- Excellent interpersonal, communication and organizational skills.
- Must possess a valid California driver's license and maintain an insurable driving record.
- Available to work flexible hours, including evenings and weekends as needed.
- Ability to pass health, fingerprint, and DMV clearance.

**Please send your resume to:**

[cschr@cscla.org](mailto:cschr@cscla.org)

**Subject: BHD Outpatient Clinical Supervisor**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**