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| **Job title** | *Clinical Supervisor* |
| **Pay** | *$24/hour DOE* |
| **Reports to** | *Agency Director* |
|  **Employee Status** | *Exempt* |

**Job Description**

* The Clinical supervisor is responsible for providing supervision and performance feedback to staff ensuring high quality intervention and support services are provided to assigned Lotus Early Learning clients and their families.

**Duties and responsibilities**

* Provide individualized feedback, mentoring, training and technical assistance to assigned staff including clinical assistants and direct service providers
* Oversee and/or provide staff supervision at a minimum of once per month in person observations and follow-up meetings to support quality assurance of the delivery of services, policy and procedures, and family relations with all direct service staff in each type of service delivery
* Conduct clinical meetings to disseminate information for staff and families as appropriate
* Ensure billable hours are completed in compliance with approved authorizations
* Provide direct services as necessary.
* Conduct initial and ongoing assessments for assigned clients
* Write program implementation plans and goals consistent with evidence-informed ABA methodologies
* Provide ongoing monitoring of client programs
* Ensure paperwork is completed to maintain client authorizations
* Maintain administrative records and client files while ensuring compliance with HIPAA
* Communicate effectively and professionally with all staff, families, and customers of LEL
* Assist with quality assurance activities
* Transport clients as necessary
* Care for center and participate in chores to maintain cleanliness for the health and safety of our staff, clients, and families
* Other duties as assigned

**Qualifications**

* Minimum Qualifications:
	+ Bachelor’s Degree in ABA, Autism, Psychology, Education or human services field
	+ 40 hour RBT training
	+ 1-year experience as a BI provider (or equivalent)
	+ 1-year supervisory experience
	+ Minimum of 10 hours of documented training in completing assessments and 5 hours training in assessment and plan writing for children with functional or behavioral needs
	+ Meet criteria for Intervention Specialist
		- Hold a current Habilitative Intervention Certificate of completion in Idaho prior to July 1, 2019
		- Bachelor’s degree from an accredited institution in a human services field or has a bachelor’s degree and a minimum of 24 semester credits or equivalent in human services field and 1,040 hours of supervised experience working with participants birth-21 who demonstrate functional or behavioral needs; and has met the competency requirements outlined by the department completing one of the following: a. 40 hour applied behavior analysis training delivered by an individual who is certified or credentialed to provide the training; or the Department approved intervention specialist competency checklist.
* Desired Qualifications and/or Skills:
	+ Board Certified Behavior Analyst
	+ Exceptional leadership skills
	+ Excellent communication to both colleagues, staff and families
	+ Ability to provide positive reinforcement and motivate staff
	+ Case management experience
	+ Independent, organized, and detail oriented

**Working conditions**

* This position will support staff and clients in the clinic, home, and community settings.
* Some travel is required so reliable transportation is necessary.
* Must have a valid driver’s license and insurance
* Must maintain CPR/First Aid Certification
* Hire contingent upon clearance of Idaho Department of Health and Welfare background check

**Physical requirements**

* Must be able to lift a minimum of 50 lbs.
* Stand for at least 2 hours
* Bend over, kneel, and sit on the floor

*Lotus Early Learning is an equal opportunity employer. We do not discriminate based on race, religion, ethnicity, gender, age, or sexual orientation*