Pennington County Sheriff’s Office Job Description

**Job Title:** Clinical Supervisor  
**Division:** ATS  
**Reports To:** Clinical Director  
**Grade:** 20  
**FLSA Status:** Exempt  
**Approved Date:** 2/28/12

**Job Summary**

The Clinical Supervisor supervises the delivery of comprehensive evidenced-based counseling services provided by clinical staff to those afflicted with substance use disorders. The Clinical Supervisor is responsible for directing and training clinical staff in providing quality and professional care and treatment.

**Essential Duties and Responsibilities**

- Provides and supervises client care and services; resolves grievances and participates in crisis interventions with client, staff, referring agents and families.
- Provides clinical direction for all levels of treatment, including weekly treatment team meetings and daily morning staff meetings.
- Provides both direct and indirect clinical supervision for all counseling staff; selects, trains, assigns, schedules, supervises, evaluates and disciplines personnel.
- Provides clinical services to clients, including involuntary commitments and family interventions.
- Provides direction to staff concerning policies, procedures, rules and regulations; coordinates and delivers staff training.
- Participates in the development, implementation and enforcement of policies and procedures.
- Reports issues of concern to the Clinical Director.
- Coordinates with external agencies and funding sources.
- Researches, gathers data and prepares reports, presentations and publications.
- Hires, trains, assigns, schedules, directs, supervises, evaluates and disciplines personnel.
- Maintains compliance with accreditation standards, contract requirements, and grant requirements.
- Attends meetings and training sessions.
- Coordinates activities with external agencies and community organizations.
- Performs related duties.

**Minimum Requirements**

- Master’s Degree in a Behavioral Health Science or 6 years of experience as a certified chemical dependency counselor.
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- A minimum of six years experience in the field of chemical dependency or equivalent. A minimum of two years experience in clinical supervision.
- Licensed addiction counselor in state of SD.
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.

Working Environment
The work is typically performed in an office.

Physical Requirements
The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.

Clinical Supervisor