



Old Mill Center  
for Children & Families

## Job Description

**Position:** Clinical Supervisor and Mental Health Therapist

**FTE:** 24 hours/week (full benefits)  
FTE of less than 24 hrs/week possible, but no benefits available

**Rate:** \$45 - \$52 per hour

**Bonuses:** \$5,000 hiring bonus  
Quarterly Retention Bonus up to \$3,000/year

**Relocation:** Up to \$10,000 relocation bonus available

### Benefit Highlights:

- Benefit eligibility for part-time employees who work at least 24 hrs/week
- PTO accrual starting at 1.5 days/month for full-time, prorated for part-time
- 12 Paid Holidays
- Health Insurance subsidy (avg. of 94% per month for employee coverage)
- Dental & Vision insurance
- Employee Assistance Program
- Generous Education and Training opportunities
- Old Mill Center is a participating site in Rural Health's loan repayment programs

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Program Vision:**

The mental health team supports mental health needs of families served in other programs at Old Mill Center and those accessing services from the community. A trauma informed and individualized approach is used to overcome barriers that families face for participation.

The team consists mostly of mental health interns and unlicensed clinicians. Old Mill Center is committed to providing an environment that allows clinicians to feel well supported as they build their skills working with clients and their families.

The team collaborates actively with other internal program staff and outside agency staff to support client progress towards their treatment goals.

**Position Summary:**Clinical Supervisor (up to 0.5 FTE):

- Provides clinical supervision to pre-licensed therapists & student therapist interns according to the standards required by the representative Educational Institutions and State Licensing Boards.
- Works with the Clinical Office support team to make intake & case assignments.
- Assists clinicians with treatment planning and reviews clinical documentation.
- Oversees clinical quality assurance processes.
- Collaborates with Clinical Office support team to provide education, implement & maintain policies, procedures, protocols, and ongoing program development in accordance with regulatory requirements and quality assurance standards.
- Provides evaluative input of clinical work for performance related evaluations of the clinical staff supervised.
- Provides planned clinical support for the Old Mill Center Day Treatment therapist for vacation or other planned absences.

Therapist (FTE dependent on clinical supervisor portfolio FTE and overall agreed FTE):

- Provides intake assessments, case management, individual, family, and group therapy to children & adolescents & adults & their families.
- Meets with clients &/or families in the office setting, with occasional client related meetings in the community.
- Responsible for the developing & maintaining clinical treatment documentation, including but not limited to assessments, treatment plans, progress notes, discharge/termination of services summaries and referrals.

**Job Duties:**

- Provide best practice evidence-based interventions as indicated by each individual client &/or family's therapeutic service goals
- Provide clinical individual and group supervision
- Assist with pre-placement or pre-employment process for student interns & open staff positions within the department.
- Provide clinical education, consultation and guidance to clinical staff.
- Manage documentation of clinical supervision to the professional standards of licensing and educational institutions.
- Attend team meetings and facilitate team meetings as needed for coverage.
- Work with Clinical Operations support team to review, develop, update & provide ongoing education to department staff & student interns regarding policies, procedures, protocols within the clinical program.
- Participate in Performance Review Process by providing input & feedback regarding the clinical work of supervisees.
- Work with the ITS Program Manager to provide coverage and support for the program as agreed.

**QUALIFICATIONS:**

- *Education:* Master's Degree in Counseling, Social Work, Psychology or related field.
- *Licensing:* Must meet all requirements to be Licensed in the candidate's professional field in the State of Oregon as a: Professional Counselor, Clinical Social Worker, Psychologist or Marriage & Family Therapist.
- *Supervisor:* Registered &/or approved as a Clinical Supervisor with State of Oregon Licensing Boards for pre-licensed Marriage & Family Therapist – Registered Interns, Professional Counselor – Registered Interns & when applicable, Clinical Social Work Associates
- *Required Experience:* Experience working with children, adolescents and their families &/or guardians in a clinical setting for a minimum of 5 years. Clinical experience working with adults is desired.

**RESPONSIBLE TO WHOM:** Executive Director

**Professional Standards:**

- Follow professional ethics and standards
- Maintain professional documentation
- Know and comply with OARS &/or ISSR's

- Follows established Outpatient standards as well as policies and procedures of Old Mill Center for Children and Families.
- Within therapist role maintains 60% billable time productivity
- Maintains a positive job attitude including positive team behavior (e.g., willing to pitch in, problem-solving attitude, positive communication style, etc.).
- Uses an appropriate work ethic.
- Demonstrates good phone skills (courteous and positive) when representing Old Mill Center's interests.