

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Clinical Supervisor  
**Department:** Mental Health Services  
**Reports to:** Director of Mental Health Services  
**Hours:** Full-Time  
**FLSA:** Non-Exempt

### **Position Summary:**

The Clinical Supervisor is responsible for the clinical aspects of client care, including supervision of staff clinicians, treatment planning review, and in-service training. The Clinical Supervisor will oversee the Early Childhood Mental Health program.

### **Responsibilities:**

- Provide direct clinical services to clients.
- Supervise clinical staff and students, including consulting with clinical staff on cases when appropriate.
- Oversee and manage the Early Childhood Mental Health Program.
- Supervise therapists in the Early Childhood Mental Health program.
- In the absence of the Director of Mental Health, receive referrals for service and assign cases to clinical staff.
- In absence of the Director of Mental Health, facilitate group clinical supervision meeting.
- Assist the Director of Mental Health in the development and maintenance of the Clinical Policies and Procedures manual.
- Participate in program development.
- Arrange for and provide in-service training to clinical staff.
- Research and circulate outside development opportunities to staff. Review staff requests to utilize these resources.
- Actively participate on the following committees: Utilization Review Committee, Incident Review Committee, and Quality Improvement Committee.
- Coordinate Consumer Advisory Board activities.
- Additional duties as assigned by supervisor.

### **Qualifications:**

- LCSW, LCAT or Ph.D. in Psychology and New York State Licensure.
- At minimum, three years clinical supervisory experience.

- Excellent computer skills.
- Excellent organizational ability and interpersonal skills.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, and 3 References to:  
mentalhealthcareers@unionsettlement.org.

Please indicate Clinical Supervisor in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**