

## UW HEALTH JOB DESCRIPTION

### Behavioral Health Supervisor - Substance Use Professional

Job Code: 842008

FLSA Status: Exempt

Mgt. Approval: T. Carroll

Date: January 2024

Department: Behavioral Health

HR Approval: J. Olson

Date: January 2024

#### JOB SUMMARY

The Behavioral Health Supervisor – Substance Use Professional is a Behavioral Health Clinician with demonstrated leadership skills and clinical experience. The Behavioral Health Supervisor – Substance Use Professional provides administrative leadership to Behavioral Health clinicians in the area of program expertise and performs direct clinical care responsibilities as needed.

The Behavioral Health Supervisor – Substance Use Professional demonstrates an advanced level of clinical knowledge in substance use and mental health, communication and interdisciplinary collaboration, professionalism, and systems-based practice. This role works with administrative, nursing, physician, and university faculty to assure safe, effective, quality patient care and to promote UW Health's educational and research missions.

In addition, this position provides direction and leadership to ensure UW Health meets the 'Quadruple Aim' of great patient care and improved population health within an efficient cost structure, while improving the work life of providers and staff. This individual is responsible for supervisory and administrative practices, human resources functions, clinical evaluation, role optimization, advocacy and education related to Behavioral Health practice and professional development, and direct service to patients in the applicable care model.

#### MAJOR RESPONSIBILITIES

##### Leadership and Staff Management:

- Promote growth of Behavioral Health staff in areas of leadership, clinical excellence, patient-centered care, education, and organizational involvement to meet the identified goals and needs of the employee and organization.
- Monitor, support, and provide hands-on teaching to clinicians in their practice management to meet expectations for quality patient care and ambulatory standards.
- Responsible for needs assessment and monitoring of Behavioral Health Clinician engagement in their professional practice and patient care. This includes regular attendance at Behavioral Health leadership meetings, leading Behavioral Health meetings, attending site-specific meetings with Behavioral Health Clinicians, and participating in activities related to improving engagement, professional work-life balance, and work satisfaction.
- Work closely with Leads to address day-to-day site issues, ensure solid onboarding of new providers, and support other areas falling under the scope of the Lead.
- Ensure Behavioral Health staff and practice locations comply with appropriate state and federal rules and guidelines.
- Provide performance reviews with input from key stakeholders.
- Manage hiring, disciplinary, and dismissal processes for direct reports.
- Participate in and/or lead initiatives to promote and grow Behavioral Health Services.

##### Clinical Practice:

- Provide Substance use and Mental Health services – including assessment, treatment planning, and intervention - for adolescents and adults in an inpatient and/or outpatient setting based on the needs of patients and/or families. Outpatient programs may include both individual and group therapy sessions.
- Develop an individualized treatment plan to fit the needs of each patient using appropriate diagnostic and patient placement criteria.
- Conduct individual, family, and group counseling using methods consistent with evidence-based practice and a brief, focal model of care when appropriate.
- Utilize outcome tools to determine patient progress.
- Coordinate patient care with primary care, other specialty providers, schools, and families via written and verbal communication.
- Arrange for appropriate care within the UW Health system or through outside providers as prescribed in policies and procedures.
- Ensure that each patient's rights are protected and that they are provided with appropriate interventions based on ability to participate, cultural concerns, and diagnostic impression.
- Participate in quality initiatives and utilization review activities as requested.
- Share expertise and clinical impressions with team members and trainees.
- Participate in clinical care conferences.

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- Maintain progress notes and other documentation required for the client medical record and utilization management within the timelines outlined by UW Health.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Master's degree in Social Work, Psychology, Counseling, Marriage and Family Therapy, or Doctoral-level Psychologist
	Preferred	
Work Experience	Minimum	Minimum of three (3) years of experience providing behavioral health services to individuals with substance abuse disorders
	Preferred	One (1) year of progressive relevant leadership experience
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• Unrestricted Mental Health license as a Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), or Licensed Marriage and Family Therapist (LMFT) with the Wisconsin Department of Safety and Professional Services (DPS), or license eligible in the State of Wisconsin</li> <li>• Unrestricted certification as a Substance Abuse Counselor (SAC), Clinical Substance Abuse Counselor (CSAC), or the substance use disorder specialty granted with the LCSW, LPC, or LMFT, with the Wisconsin Department of Safety and Professional Services (DPS), or license eligible in the State of Wisconsin. One or more years of experience working with substance abuse disorders may be considered in lieu of substance abuse certification.</li> <li>• If in Adolescent Alcohol/Drug Assessment Intervention Program (AADAIP): Valid Wisconsin Driver's License</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>• Unrestricted certification as an Intermediate Clinical Supervisor or Independent Clinical Supervisor with the Wisconsin Department of Safety and Professional Services (DPS), or license eligible in the State of Wisconsin</li> </ul>
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• If in Adolescent Alcohol/Drug Assessment Intervention Program (AADAIP): <ul style="list-style-type: none"> <li>○ Must be 21 years of age to drive a patient and/or the patient's family in the employee's personal vehicle or a UW Health owned fleet vehicle</li> <li>○ Ability to be insured by UW Health's Risk Management insurer, which requires: <ul style="list-style-type: none"> <li>▪ A valid Wisconsin driver's license and</li> <li>▪ Successfully passing a driver's background check</li> </ul> </li> </ul> </li> <li>• Demonstrated leadership abilities, including initiative</li> <li>• Strong clinical knowledge and skills</li> <li>• Solid grasp of practice models as applicable to the area of clinical practice and an ability/willingness to learn and supervise to new models and modalities</li> <li>• Knowledge of legal guidelines relating to drug and alcohol counseling</li> <li>• Excellent verbal and written communication skills</li> <li>• Demonstrated ability to utilize data in guiding and supporting practice</li> <li>• Demonstrates a professional demeanor</li> <li>• Ability to work as part of a team and across teams in a collaborative manner</li> <li>• Ability to navigate organizational structure and systems</li> <li>• Ability to work across settings/physical sites</li> <li>• Ability and eagerness to learn necessary administrative and business components to support practice management, process improvement, hiring, and performance management</li> <li>• Able to work in less well-defined or structured situations and comfortable with ambiguity and change</li> <li>• Demonstrated ability as a systems thinker and problem solver</li> </ul>

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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	<b>x</b>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<b>x</b>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<b>x</b>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<b>x</b>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>x</b> <b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:			

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.