



# Clinical Supervisor and Training Coordinator

## Position Overview

This position provides leadership for supervision, training, and workforce development at MindBalance Mental Health Care. The role is partially funded through the Minnesota Department of Human Services Cultural and Ethnic Minority Infrastructure Grant (CEMIG), a multi-year state and federally funded initiative designed to strengthen and diversify the mental health workforce.

CEMIG-funded activities specifically support clinical supervision, the clinical trainee program for master's level graduate students, community training programs, licensure navigation and support, and community engagement and outreach for low-cost therapy options. These include the Student Therapy Program, Pause and Connect, participation in the Open Path Collective, and student therapy groups.

The position is responsible for ensuring high-quality, culturally responsive, anti-oppressive, and anti racist supervision and training while increasing access to care and supporting pathways to licensure for trainees and supervisees from historically underrepresented communities.

This role is well-suited for a therapist who is Board-approved as a clinical supervisor and eager to deepen and grow in that role. This is an opportunity for a clinician who wants to gain leadership experience, continue developing their supervisory and training skills, and play an active role in shaping the training and supervision program, all while continuing to do the direct clinical work they love. This position will work closely and collaboratively with the co-founders to help shape and grow the supervision and training program.



## FTE Allocation and Core Responsibilities

.60 FTE CEMIG supported training, supervision, workforce development, community engagement, and outreach responsibilities

### Supervision and Clinical Training (CEMIG Supported)

Provide individual and group clinical supervision for clinical trainees and associate therapists, in alignment with Minnesota licensing Board requirements and CEMIG workforce development goals.

Oversee and manage the clinical trainee program for master's level graduate students, including internship structure, supervision, onboarding, evaluation, and compliance with academic and licensure requirements.

Support trainees and supervisees with diagnosis, treatment planning, documentation standards, safety, risk assessment, and mandated reporting.

Create, coordinate, and deliver required internal training at least once every six months, focused on assessment, diagnosis, treatment planning, documentation, safety and risk assessment, mandated reporting, and other topics aligned with program goals.

Ensure supervision and training practices are culturally responsive and grounded in anti-oppressive, anti racist, and trauma-informed frameworks.

Be on site and physically present in the office whenever clinical interns are providing services. Clinical interns must see all participants from the office, whether sessions are virtual or in person, to ensure appropriate oversight, availability, and support.

Oversee and supervise interns and associate therapists as assigned.



## Licensure Navigation and Professional Development

Support trainees and supervisees in navigating licensure processes with their respective licensing Boards.

Provide guidance and accountability for licensure applications, required documentation, timelines, and step completion.

Support exam preparation and readiness planning.

Ensure all required supervision, training, and licensure documentation is completed accurately and on time.

Maintain required continuing education units to uphold licensure and Board-approved supervisor status.

## Graduate Program Outreach and Internship Development (CEMIG Supported)

Conduct outreach and relationship building with graduate programs that require second-year clinical mental health internships.

Market and promote the clinical trainee program to universities and academic partners.

Coordinate internship partnerships, placement agreements, and onboarding processes for trainees.

## .40 FTE Clinical Practice

This portion of the role includes maintaining an active caseload of approximately 10-12 direct clinical hours per week, defined as therapy sessions provided to clients.

### Clinical Responsibilities

Provide individual therapy services consistent with the scope of practice and licensure standards.

Conduct diagnostic assessments using DSM 5 TR criteria when clinically indicated.

Develop and maintain individualized treatment plans that meet medical necessity criteria and payer requirements.



Complete all required clinical documentation in the electronic health record, including:

- Diagnostic assessments
- Treatment plans prior to the first therapy session following intake
- Progress notes within required timelines
- Risk assessments and safety planning when indicated
- Updates to diagnosis and treatment planning as clinically appropriate
- Discharge summaries when applicable

Maintain documentation standards consistent with Minnesota statutes, licensing Board requirements, ethical codes, and payer regulations.

Respond to clinical risk situations, including suicidality, self-harm, mandated reporting concerns, and other urgent clinical needs in a timely and ethical manner.

Maintain timely communication with clients regarding scheduling, care coordination, and clinically relevant follow-up.

Participate in case consultation and clinical collaboration as needed.

Complete administrative tasks associated with clinical practice, including scheduling, billing review, responding to secure messages, and care coordination with other providers when appropriate and authorized.

Remain current with continuing education requirements to support ethical and competent clinical care.

Clinical hours are part of the total FTE expectation and include both direct service time and all associated non-billable clinical responsibilities such as documentation, consultation, and care coordination.

## Required Qualifications

Active, unrestricted licensure in Minnesota as an LICSW.

Board-approved clinical supervisor status with the Minnesota Board of Social Work (BOSW), including documented completion of the required 30 hours of clinical supervision training.



To supervise associate therapists pursuing LPC/LPCC under the Minnesota Board of Behavioral Health and Therapy (BBHT), applicants must have completed or be able to complete a minimum of 45 documented CEU hours in clinical supervision training. Applicants who have completed at least 30 hours are encouraged to apply; remaining hours must be completed and documentation submitted within the first 30 days of hire in order to apply to the BBHT as a Board-approved clinical supervisor. MindBalance Mental Health Care will help cover the cost of any additional supervision training hours beyond the 30 hours required for the MN BOSW to reach the 45-hour threshold, as part of the position's continuing education and professional development funds.

Demonstrated experience as a practicing clinician providing individual therapy, including diagnostic assessment, treatment planning, and documentation that meets medical necessity, ethical, and compliance standards while incorporating anti-oppressive practices.

Clinical experience working with anxiety disorders, OCD, and OCD related disorders, trauma-related disorders, and providing neurodivergent affirming care.

Demonstrated experience working with individuals and communities from historically underrepresented and excluded groups, and a clear commitment to reducing barriers to licensure, supervision, and access to mental health care.

Demonstrated ability to respond to crisis and urgent clinical situations in an ethical, timely, and supportive manner aligned with community-based care principles.

Working knowledge of electronic health records and Google Workspace tools such as Docs, Sheets, Calendar, and Gmail.

Demonstrated ability to take initiative and lead with creativity, innovation, and relational leadership practices grounded in collaboration and shared accountability.

## Preferred Qualifications

Minimum of one year of experience providing individual and group clinical supervision in a setting that supports training, licensure progression, and professional development of emerging clinicians.

Experience conducting outreach and building partnerships within Minneapolis, the Twin Cities, and Minnesota communities aligned with the populations and institutions with which the practice frequently collaborates.



Experience working within workforce development, training programs, or internship programs connected to graduate-level mental health education.

This position may be a strong fit if you identify with any of the following:

- You are Board-approved as a clinical supervisor and have begun supervising others, and you are looking for a role that allows you to grow and deepen that skill in a supported, structured setting.
- You love being a therapist and want to keep a meaningful caseload, but you are also ready to take on more, contributing to training, mentoring emerging clinicians, and helping build something larger than your individual practice.
- You are looking for a role where you can gain meaningful leadership experience and grow into greater responsibility over time, while still doing the direct clinical work that drew you to this field in the first place.
- You are excited by the opportunity to help shape a training and supervision program from the inside, working closely and collaboratively with the co-founders of the practice rather than inheriting a fully established structure.
- You are drawn to mission-driven work, particularly workforce development, increasing access to care, and supporting clinicians from historically underrepresented communities in reaching licensure.
- You thrive in a collaborative, relational work culture and are energized by programs that are still being built and shaped, rather than looking for a fully established department to manage.
- You have an established client caseload you would bring with you to MindBalance. This means you are not starting from zero clinically, allowing you to focus your energy on supervision and training from day one and supporting your financial stability in the role.



## Salary and FTE Allocation

This position is a W2 exempt position with a total annual salary of \$87,000, plus benefits. The position is eligible for a semiannual performance bonus based on the six-month review, calculated as 1-8% of the clinical portion of salary (0.40 FTE).

The role is structured as follows within the \$87,000 annual salary:

.60 FTE Supervision, Training, Workforce Development, and Community Engagement (CEMIG Supported)

.40 FTE Clinical Practice, including approximately 10 direct clinical hours per week and all associated documentation, coordination, and ethical practice responsibilities.



## Benefits and Support

MindBalance Mental Health Care is committed to offering benefits that support sustainability, professional growth, and long-term well-being.

### Compensation and Leave Benefits

- Minnesota Paid Leave in accordance with state law
- Earned Sick and Safe Time in accordance with Minnesota statute
- Anniversary Paid Time Off
- Flexible scheduling aligned with supervision and program needs

### Insurance and Employment Protections

- Professional liability insurance provided
- Workers' compensation coverage
- Unemployment insurance coverage

### Health and Retirement Benefits

- Qualified Small Employer Health Reimbursement Arrangement QSEHRA employer contribution for reimbursable health care expenses
- Minnesota Secure Choice Retirement Program participation, no employer match at this time

### Professional Development and Licensure Support

- Annual continuing education funds for training, certifications, and professional development
- Licensure renewal fees covered by the practice
- Ongoing supervision and leadership development opportunities

### Practice Infrastructure Support

- Credentialing support with the practice's insurance payers
- A collaborative team culture with opportunities to contribute ideas, shape programs, and strengthen the practice