

NORTHCARE NETWORK

POLICY TITLE: Supervisor Expectations	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 4/22/15	
REVIEW DATE: 7/18/23	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: Human Resources Coordinator	CEO APPROVAL DATE: 8/1/23 Megan Rooney, Interim CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

NorthCare Network is committed to supporting its supervisors in meeting their career and professional goals, as well as supporting the agency's need to maintain a high-performing workforce.

PURPOSE

To assure NorthCare Network's employees who are in supervisory roles are aware of agency expectations.

DEFINITIONS

N/A

REFERENCES

Performance Evaluation Policy
Initial Employment (Probationary) Period Policy
Public Health Code, Act 368 of 1978, Part 185 Social Work

HISTORY

NEW POLICY – 1/1/15
REVISION DATE: 2/19/16, 2/20/20, 7/18/23
REVIEW DATE: 4/14/15, 2/19/16, 12/16/16, 10/09/17, 9/18/18, 2/20/20, 12/23/20, 1/28/22, 7/18/23
CEO APPROVAL DATE: 4/14/15, 3/7/16, 1/4/17, 11/6/17, 10/2/18, 2/26/20, 1/5/20, 2/1/22, 8/1/23
BOARD APPROVAL DATE: 4/22/15

PROCEDURES

SUPERVISOR EXPECTATIONS: It is an expectation of NorthCare Network that supervisors will work together in a cohesive group to assure they provide the best possible management to employees.

- A. **PERFORMANCE EVALUATIONS:** It is the expectation supervisors will complete their staff's performance evaluation within the first and second quarter of each calendar year, no later than June 30th.

- B. ANNUAL TRAINING: Each supervisor will assure their staff completes all required annual training.
- C. ADDITIONAL FUNCTIONS: Supervisors will approve their staff timesheets, travel vouchers and PTO requests. They will also approve conference requests and ensure proper coverage while staff are away. Each supervisor will designate a supervisor who will cover for them when they are unavailable.

CLINICAL SUPERVISION: Every new clinician will receive the appropriate clinical supervision. Non-Clinical Supervisors will work with Senior Clinical Director to coordinate supervision.

- A. NEW CLINICIANS: Need clinical supervision for a minimum of 30 minutes every two weeks for a total of 60 minutes per month. This is expected to continue for the first year of the clinician's employment with NorthCare Network. Supervision can be provided in a one on one or group setting.
- B. ADDITIONAL SUPERVISION: Is at the discretion of their supervisor.
- C. LLBSW to LBSW: Staff who need to maintain their LBSW, will work with their supervisor, SUD Clinical Director and/or the Senior Clinical Director to ensure the required trainings and supervision are completed within the appropriate time frame.
- D. LLMSW TO LMSW: Clinicians hired with a LLMSW are required to obtain their full licensure. To accomplish this, they will receive the required supervision within the appropriate time frame.
- E. All trainings and supervision will be documented and kept in their personnel file.