



## **Counseling Supervision Contract**

This contract serves as verification and a description of the counseling supervision provided by Michelle Hollomon, MA, LMHC (Supervisor) and \_\_\_\_\_ (Supervisee) for the period of time beginning \_\_\_\_\_ and ending \_\_\_\_\_.

### **I. PURPOSE, GOALS, AND OBJECTIVES**

- a. Monitor and ensure welfare of clients seen by supervisee.
- b. Promote development of supervisee's professional counselor identity and competence.
- c. Fulfill requirements in preparation for supervisee's licensure application.

### **II. CONTEXT OF SERVICES**

- a. One clock hour of individual supervision weekly or as needed.
- b. Supervision will revolve around counseling conducted with adults, adolescents and children.
- c. Individual supervision will be conducted in the supervisor's office at selected time.
- d. The developmental model for supervision, the supervisee's case conceptualization based on his/her theoretical preference, progress notes, and tape review will be used in supervision.

### **III. METHOD OF EVALUATION**

- a. Feedback will be provided by the supervisor during each session, and a formal evaluation, using the supervisor's standard evaluation of student clinical skills, will be conducted each three months. A narrative evaluation will also be provided at that time and at the end of the contracted supervision time.
- b. Specific feedback provided by supervisor will focus on supervisee's demonstrated counseling skills and clinical documentation, as well as knowledge of and adherence to ethical and legal requirements.
- c. Supervisee will evaluate supervisor after three months and at the end of the contracted supervision period. A narrative evaluation will also accompany the objective evaluations.
- d. Supervision notes will be shared with supervisee at supervisors discretion and at the request of the supervisee.

### **IV. DUTIES AND RESPONSIBILITIES OF SUPERVISOR**

- a. Examine client presenting complaints and treatment plans
- b. View videotapes of supervisee's counseling sessions
- c. Sign off on all client documentation
- d. Challenge supervisee to justify approach and techniques used



- e. Monitor supervisee’s basic attending skills
- f. Present and model appropriate directives
- g. Intervene when client welfare is at risk
- h. Ensure that ethical guidelines are upheld
- i. Maintain weekly supervision case notes

V. DUTIES AND RESPONSIBILITIES OF SUPERVISEE

- a. Uphold ethical guidelines
- b. View counseling during supervision session
- c. Be prepared to discuss all client cases; have client files, current and completed client case notes, and counseling session videotapes ready.
- d. Justify client case conceptualizations made and approach and techniques used.
- e. Complete case notes.
- f. Consult with supervisor in cases of emergency.
- g. Implement supervisory directives in subsequent sessions.

VI. PROCEDURAL CONSIDERATIONS

- a. Supervisee’s written case notes, treatment plans, and videotapes will be reviewed and evaluated in each session.
- b. Issues related to supervisee’s professional development will be discussed.
- c. Sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined here in contract. If concerns of either party are not resolved in supervision, a third party can be consulted.
- d. In event of emergency, supervisee is to contact supervisor at work (425-999-9470) or home (425-242-0541).
- e. In event of emergency, and supervisor is not available, please contact Dr. Marcia Hoover at 425-417-9196.

VII. TERMS OF CONTRACT

This contract is subject to revision at any time, upon the request of either the supervisor or supervisee with the agreement of both. We agree to the best of our ability, to uphold the directives specified in this supervision contract and to conduct our professional behavior according to the ethical principles of our professional association.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Supervisee Date

The contract is effective from \_\_\_\_\_ (start date) to  
\_\_\_\_\_ (end date).