



# McDonald COUNSELING

(321) 541-0252 | Caitlin@McDonaldCounseling.com

## Counseling Supervision Contract

This contract serves as verification and a description of the counseling supervision provided by \_\_\_\_\_ to \_\_\_\_\_, working at \_\_\_\_\_.

I am licensed in Florida as a Mental Health Counselor (MH 13576). I hold a Master's Degree in Counselor Education, Mental Health Counseling track from the University of Central Florida. I currently hold a position as Mental Health Counselor/Owner at McDonald Counseling, LLC.

### Context of Supervision

Supervision will consist of \_\_\_\_\_ hours every week beginning on \_\_\_\_\_. **The cost of supervision is \$50 per individual session, or \$40 per person for group session.** Supervision will consist of in person and/or video sessions at a pre-determined location and time. Notification of a change must take place within 24 hours of scheduled supervision session, unless there is an emergency. **Payment will be made at the end of each session via cash, check, or PayPal, and there is a no-show/late cancellation fee of \$30.**

The purpose of our supervision is to monitor and ensure the welfare of clients seen by you and to promote the development of your professional counselor identity and competence. Supervision will consist of multiple modalities including review of tapes, review of progress notes, discussion of sessions, instruction, modeling, problem-solving, and role-play.

### Evaluation

Evaluation will be given in the form of feedback during each session. Also, formal evaluations will be given at mid-term and at the end of the semester.

**The supervisor has the right to terminate this agreement if there are concerns for attendance, being unwilling to take suggestions, or withholding information about crisis situations.**

Everything we discuss in supervision is confidential. The exceptions are the same as yours in treatment of clients, adhering to legal and ethical standards set forth by government agencies and professional associations.

### Duties and Responsibilities of Supervisor

- A) Oversees and monitors all aspects of client case conceptualization and treatment planning
- B) Reviews video/audio tapes as needed



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- C) Assists in development of goals and tasks to achieve in supervision
- D) Challenges and problem solves with supervisee
- E) Provides interventions with clients and directives for clients at risk
- F) Ensures a high level of professionalism in all interactions
- G) Establishes informed consent for all aspects of supervision
- H) Provides administrative supervision and clinical supervision
- I) Clearly distinguishes and maintains the line between supervision and therapy
- J) Discusses and ensures understanding of all aspects of the supervisory process in this document and the underlying legal and ethical standards from the onset of supervision

## Duties and Responsibilities of Supervisee

- A) Upholds and adheres to ethical practices outlined by the Code of Conduct
- B) Comes prepared to discuss client cases with files, completed case notes and prepared with conceptualization, questions, and literature on relevant evidence-based practices
- C) Is prepared to present integrated case conceptualization that is culturally competent
- D) Identifies goals and tasks to achieve in supervision
- E) Identifies strengths and areas of future development
- F) Discloses errors, concerns, and clinical issues as they arise
- G) Provides feedback weekly to supervisor on supervision process
- H) Responds non-defensively to supervisor feedback

## Contact information

Supervisee:

Supervisor: (321) 541-0252 (work) - preferred; (321) 960-2070 (cell) – emergency use only

**Caitlin@McDonaldCounseling.com (professional) – preferred**

Caitlin.n.mcdonald@gmail.com (personal)

\_\_\_\_\_  
Supervisee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date