

CHILDREN'S FRIEND AND SERVICE

Job Description

Job grade 7

Title:	Supervisor of Family Preservation
Reports To:	Manager of Family Preservation
Qualifications:	Master Degree in Social Work or a related field and highest level licensure, or equivalent education and experience. Experience with at-risk families, substance abuse, permanency, and service coordination and staff supervision. Must have a valid driver's license, required insurance liability limits, and a car to be used for work related tasks.

Duties

1. Provide strength based monitoring and reflective supervision to the program staff including evaluations of staff performance and professional development plan implementation.
2. Ensure culturally competent services to families including clinical assessment and intervention, case management, crisis intervention, information and referral to families referred to the program.
3. Oversee daily operations of program needs, including, but not limited to, contracts, federal data collection, and collaboration with partnering agencies.
4. Ensure the completion of an accurate clinical assessments for each family.
5. Ensure the development and implementation of a service plan.
6. Ensure thorough, up-to-date case records, including assessments, service plans, progress notes, copies of release of information forms, correspondence, evaluation instruments and all other paperwork as required.
7. Meet established productivity expectations for the program.
8. Oversee the co-location team in responding to initial inquiries for service, screening, triage and crisis intervention, information and referral, completing initial referral paperwork.
9. Ensure advocacy for families to other service systems including; RIDOC, RI DCYF, legal, judicial, medical, educational, human services, etc.
10. Provide after hour's beeper coverage on a rotating basis, for additional compensation.
11. Contribute to the overall success and quality of the program by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
12. Constructively utilize formal and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in supervision, team meetings and agency meetings.

13. Pursue ongoing professional development through reading professional literature and attending relevant workshops and conferences (including Children's Friend's supervisory training program).
14. Assist in publicizing agency programs and educating others about the agency and its services.
15. Provide leadership in ensuring that all individuals are treated respectfully and that diversity in backgrounds and life experience is supported and valued throughout the agency.
16. Other duties as assigned.

I have read the above list of duties pertaining to my position and agree to adhere to the policies and procedures of Children's Friend and Service.

Employee Signature
5/21/12 vlsj

Date