

COALITION FOR HISPANIC FAMILY SERVICES
Job Posting

Job Title: Program Supervisor
Department: Family Treatment and Rehabilitation Services (FTR)
Reports To: Program Director
Date Available: Currently Available
Date Posting: July 24, 2018
Deadline to Apply: July 31, 2018

To apply:

Submit a resume and cover letter with qualifications to Franc Villalobos, Program Director by 5PM on July 31, 2018, at fvillalobos@hispanicfamilyservicesny.org

JOB SUMMARY: Under the broad supervision of the Director of Preventive Services, this position is responsible for the overall casework supervision of child welfare family treatment and rehabilitation (FT/R) services, and service delivery for children and families referred to FT/R services by ACS, community providers and self referrals. The scope of these responsibilities include but are not limited to staffing the program, staff development and training, an array of social services and program accountability for children and families in the program.

RESPONSIBILITIES: Responsibilities include the overall clinical casework supervision, management and accountability for the FT/R Program. Provides leadership, guidance, supervision and direction to program staff in the overall supervision of program services. Responsibilities include but are not limited to:

- Directly manages the program staff including, hiring, training and clinical supervision of casework staff.
- Ensures adequate staffing and supervision of the program.
- Assumes responsibility for the overall clinical casework supervision of the program in accordance with ACS and OCFS standards.
- Oversees through the supervision of program staff compliance with ACS program standards and implements service initiatives for the program to meet all programmatic requirements, including but not limited to: timely intakes, client engagement, contact requirements, goal achievement, timely service plans, Family Assessment Service Plans (FASP), and appropriate casework documentation.
- Ensure compliance with Improved Outcomes for Children and delegation of case management functions
- Utilizes Performance Management Data to drive program performance and outcomes
- Facilitates Family Team Conferences for FT/R cases.
- Monitors and manages program census and utilization. Ensures program compliance with data collection and statistical reporting, including but not limited to timely data entry and reporting in PROMIS and Connections.
- Develop and maintain communication with other agencies, local, national, professional and trade organizations on current trends and policies in all areas of program and service issues for children and families.

- Initiates and plans collaboration with interagency and intra-agency programs to maximize and effectuate comprehensive services to children and families
- Reviews and approves all intake and discharge plans.
- Completes internal and external management reports as required.
- Special projects and tasks as assigned by the Director of Preventive Services
- Flexible hours, including Saturdays as may be needed.

QUALIFICATIONS: The ideal candidate will have a minimum of a Masters Degree in Social Work or related field with professional licensure (e.g. LMSW), as well as CASAC certification. Must have clinical experience working with the mentally ill/substance abusing population. At least three to five years supervisory experience in foster care, preventive services or related field.

OTHER QUALIFICATIONS:

- Knowledge and understanding of working with children and families in a variety of settings and different social service systems.
- Excellent communication skills, both written and verbal are required with good public speaking skills.
- Demonstrated organizational and interpersonal skills and the ability to manage crisis situations with sound judgment solutions.
- Must be computer literate, knowledge of city and state systems (i.e. Connections, PROMIS, etc.)
- Bilingual in Spanish helpful

Salary:

Mid to High \$60,000 / based on education and experience.

Excellent benefits package, ample vacation and sick days.

NOTE: Job descriptions and specifications are not intended and should not be construed as an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.