

**COALITION FOR HISPANIC FAMILY SERVICES**  
*Job Posting*

**Job Title:** Supervisor  
**Department:** Foster Boarding Home (FBH)  
**Reports to:** Assistant Director  
**Date Available:** Immediately  
**Date Posting:** March 09, 2021  
**Deadline to Apply:** Until Position Filled

**To apply:** Submit a resume and cover letter with qualifications to Alexandria Munoz, Program Director, at [amunoz@hispanicfamilyservicesny.org](mailto:amunoz@hispanicfamilyservicesny.org).

**Position Objective:**

The case work (CW) supervisor is a member of the FBH management team. The CW supervisor has an assigned unit consisting of up to 5 case workers and a case aide. The CW supervisor provides weekly scheduled supervision to staff to ensure that administrative and programmatic mandates, policies and procedures are being met and that case work staff are working towards the permanency of all children on their caseload. The CW supervisor's method of supervision must support foster care outcomes as defined by PAMS and APA.

**Responsibilities:**

1. Provide scheduled weekly supervision of caseworkers to monitor targeted quality outcomes for progress notes, quarterly safety assessments, FASPs, PHRs, and FTCs as well as overall case work practice. Review cases on a regular basis to assess for child safety.
2. Review and approve case worker's documentation in CONNECTIONS on a weekly basis. Document supervisory directives in CONNECTIONS.
3. Assist caseworkers in preparing for service plan review to ensure case work practice is consistent with and is working towards child(ren's) permanency goals as clearly specified and discussed at the FTC conference.
4. Attend and participate in the FTC conference to ensure the birth parent(s), child(ren), foster parent(s) and other service providers are represented at the service plan. Ensure that caseworker has followed through with previously established goals within the six month plan period. Ensure that the FTC results in the development of six month goals that are consistent with the child's permanency goals.

5. Review permanency plans with Assistant Director in preparation for the submission of PHR to ensure that efforts made on behalf of the permanency goal can be substantiated in Court.
6. Ensure that client progress, goals and services as reported in progress notes, PHR and FASP are consistent with progress, goals and services discussed in the FTC.
7. Monitor and ensure that caseworkers submit PHRs on targeted date 14 days prior to court hearing date.
8. Ensure that caseworkers demonstrate diligent efforts in assisting families with meeting their permanency goal. Diligence should be consonant with court orders, required contacts, collaboration with other providers, and case conferences.
9. Monitor caseworker's face-to-face contacts, sibling visits, and home visits which must be entered by caseworker in CONNECTIONS on a weekly basis. Ensure that case workers are meeting/surpassing ACS required contacts for children, birth parents and foster parents with the goals of safety and permanency at the forefront of their work.
10. In conjunction with the supervisee, complete performance appraisals including a professional development plan, prior to the supervisees' completion of their probationary period, and on a yearly basis thereafter.
11. Attend weekly foster care management meetings and actively participate in the team's effort to meet PAMS and APA outcomes and plan effectively for the administrative functioning of the program.
12. Review bi-annual quality assurance case record review findings and prepare a corrective action response on a timely basis. Work collaboratively with QA to assist in periodic and ongoing audits of record documentation.
13. Anticipate cases that will be moving toward trial discharge to ensure that an appropriate After Care Services plan is initiated to successfully decrease the time frame of children remaining in care.
14. Attend monthly meetings with the Assistant Director of Foster Care to report on the progress of preparing and completing all documentation necessary to expedite an adoption.
15. Participate in the rotation of the emergency phone coverage system and the administrative coverage system to ensure that coverage is available at all times.
16. Anticipate and communicate with the Assistant Director those incidents that may require the initiation of removal and/or transfer of children.

17. Maintain the Assistant Director abreast of high profile cases that may require higher level administrative intervention.
18. Complete other assignments as needed, as designated by the Assistant Director and/or Program Director.

**Skills and Expectations:**

- The Case Work Supervisor will utilize a family approach to working with foster children, their birth parents and foster parents in order to obtain timely permanency for children in care.
- The Case Work Supervisor will utilize critical thinking in order to address crisis situations.
- The Case Work Supervisor will model professional behavior at all times, utilizing tact and diplomacy with staff, foster parents and birth families.
- The Case Work Supervisor will serve as a role model for positive, productive, and cooperative relationships with staff, foster parents, birthparents, and the community.
- The Case Work Supervisor will be innovative, exercise critical thinking, and demonstrate flexibility, in order to contribute to the successful operation of the foster boarding home program.

**Knowledge, Skills and Abilities:**

Knowledge of child welfare and understanding of systemic approaches for the supervision of staff. Knowledge of adoption process a plus. Possess strong oral, writing, and organizational skills. Must be effective in negotiation skills and ability to develop effective working relationships. Must have the ability to work under pressure and meet short term deadlines.

**Salary:**

\$50,000 - \$55,000 - based on experience.

Excellent benefits package, ample vacation and sick days.