

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

**Job Title:** Supervisor  
**Reports To:** Program Director  
**Department:** Treatment Family Foster Care (TFFC) Program  
**Date Available:** January 20, 2020  
**Date Posting:** **December 18, 2019**  
**Deadline to Apply:** **Until Position Filled**

**To apply:** Submit a resume and cover letter with qualifications to Jeannette Burgos, Deputy Executive Director, at [jburgos@hispanicfamilyservicesny.org](mailto:jburgos@hispanicfamilyservicesny.org).

**POSITION OBJECTIVE:**

The TFFC supervisor is a member of the TFFC management team. The TFFC supervisor has an assigned unit consisting of up to 3 case planners and 3 behavioral specialists. The supervisor provides weekly scheduled supervision to staff to ensure that administrative and programmatic mandates, policies and procedures are being met and that treatment team staff are working towards the emotional stability and permanency of all children on their caseload. The supervisor's method of supervision must focus on clinical issues related to the child in care's safety and well-being as well as permanency.

**RESPONSIBILITIES:**

1. Provide scheduled weekly supervision of Case Planners/Behavioral Specialists to discuss client's progress with behavioral plans and clinical treatment, planning towards permanency.
2. Monitor targeted quality outcomes for progress notes, quarterly safety assessments, FASPs, PHRs, and FTCs as well as overall casework practice. Review cases on a regular basis to assess for child safety.
3. Review and approve caseworker's documentation in CONNECTIONS on a weekly basis. Document supervisory directives in CONNECTIONS.
4. Assist caseworkers in preparing for FTC's, FASP's, PHR's to ensure case work practice is consistent with and is working towards child(ren's) clinical goals as well as permanency goals.
5. 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.

6. Review clinical and permanency plans with Director in preparation for the submission of PHR to ensure that efforts made on behalf of the permanency goal can be substantiated in Court.
7. 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
8. Monitor and ensure that family counselors submit PHRs to QA on targeted date 14 days prior to court hearing date.
9. Ensure that family counselors 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.
10. Monitor family counselors and behavioral specialist's face-to-face contacts, sibling visits, and home visits, which must be entered by team members in CONNECTIONS on a weekly basis. Ensure that treatment team is 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.
11. Utilize performance management data in supervision as a means of assessing performance and ability to achieve outcomes
12. 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.
13. Attend weekly management meetings and actively participate in the team's effort to meet Equip outcomes and plan effectively for the administrative functioning of the program.
14. Review bi-annual quality assurance case records, review findings and prepare a corrective action response on a timely basis. Work collaboratively with program director and QA to assist in periodic and ongoing audits of record documentation.
15. Anticipate cases that will be moving toward a step down to regular foster care or trial discharge to ensure that an appropriate After Care Services

plan is initiated to successfully decrease the timeframe of children remaining in care.

16. Participate in the rotation of the emergency phone coverage system and the administrative coverage system to ensure that coverage is available at all times.
17. Anticipate and communicate with the Director those incidents that may require the initiation of removal and/or transfer of children.
18. Maintain the Director abreast of high profile cases that may require higher-level administrative intervention.
19. Complete other assignments as needed, as designated by the Program Director.

#### **SKILLS AND EXPECTATIONS:**

- The 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 Supervisor will utilize critical thinking in order to address crisis situations.
- The Supervisor will model professional behavior at all times, utilizing tact and diplomacy with staff, foster parents and birth families.
- The Supervisor will serve as a role model for positive, productive, and cooperative relationships with staff, foster parents, birthparents, and the community.
- The 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 mental illness in children, DSM IV Diagnosis and treatment of children. 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.
- Spanish speaking preferred.