

**Program:** Family Reunification Program (FRP)

**U.P. KIDS**

**Position Title:** Supervisor

**Qualifications:** A master's degree in the field of human services, preferably in social work. Administrative and clinical work experience is required. Flexibility in scheduling work also required.

Demonstrated experience in, or potential for, providing supervision to in-home services staff.

Knowledge of child welfare policies and programs, family therapy theories, treatment philosophies and strategies of home-based services, as well as knowledge and availability of local resources is necessary.

An understanding of and commitment to the FRP model is essential. Supervisors must have capacity for overseeing program operations related to the family's entry into and participation in the program.

The ability to collaborate with local MDHHS staff, the courts, and other service providers on behalf of the family.

Work experience consisting of work with multi-problem children and families and the overall ability to relate to and engage with these families is vital. An understanding of the FRP philosophy and intervention strategies is essential.

Supervisors must have the potential for flexibility in their work schedule, and be available to both FRP and referring staff during non-traditional hours is required.

**Desirable qualifications:**

- A non-judgmental positive attitude toward families in crisis.
- Training, education, and experience in the area of human services.
- Experience working in home-based programs.
- Sensitivity to other cultures and ethnicities.
- Knowledge and skills in the area of substance abuse.
- Ability to engage with, and relate to, families with multi-problems.
- Skills in crisis intervention, assessment of potentially violent situations, and short-term goal setting.
- Knowledge of treatment philosophies and strategies of home-based services, including strength-based, solution-focused approaches.

### **General Description of Position:**

The Supervisor is part of a team that includes a program manager, team leader and two family workers. The Team provided intensive therapeutic services to families whose children are returning from foster care. The PM reports to the Program Manager.

### **Specific Responsibilities of Position:**

- Attend all required Family Preservation trainings.
- Take program referrals.
- Attend meetings held by the Family Preservation program office.
- Provide backup for staff.
- Oversee program operations related to the family's entry and participation in the program.
- Provide weekly, face to face individual supervision to the Team Leader and Family Workers, assisting them in coordinating their activities toward family goal achievement.
- Facilitate weekly team meetings. Each case must be staffed in team each week.
- Provide clinical back-up for staff.
- Accompany staff on home visits as needed
- Orient and train new Team Leaders and Family Workers.
- Build a cohesive team and maintain positive staff morale and staff retention.
- Manage staff work schedules, ensuring adequate back-up coverage and 24/7 availability.
- Make regular contact with referring staff to build and maintain a collaborative approach to the delivery of services for families.
- Monitor to assure the completion of case documentation and follow-up evaluations, reviewing all completed evaluations. Forms shall be provided for by MDHHS.
- Collect data with regards to the pattern of referrals and re-referrals, case withdrawals, number of families served and the program's out-of-home placement rates to ensure FRP model integrity.
- Monitor and collect data with regards to service delivery, including face-to-face contact hours (traditional and non-traditional), family and Referring Worker satisfaction with services received to ensure FRP model integrity.
- Provide monthly, quarterly, and annual reports as required by MDHHS.
- Review a minimum of four (4) cases per year, per Team Leader and Family Worker utilizing the FRP case review form.
- Abide by all policies and practices of U.P. KIDS.
- Complete any other reasonable assignment made by the Program Manager.