

Position Title: Placement Services Supervisor

U.P. KIDS

Qualification:

Master's degree in social work with a minimum of one year foster care case management experience, **or**, bachelor's degree in human services with four years case management experience with two of the years in a Child Placing Agency or Child Caring Institution.

Knowledge of Trauma Informed Care a plus.

Demonstrated ability to work with youth and families and to supervise others working with families; ability to work as part of a treatment team, and to communicate effectively.

General Description of Position:

The Placement Services Supervisor (PSS) oversees all foster care, independent living, adoption and post adoption personnel and services. The PSS is responsible for coordinating decisions concerning children & families from intake through aftercare and post-placement.

If needed, the PSS will carry a caseload. The PSS reports to the executive director.

Specific Responsibilities of Position:

- Meet a minimum of weekly with placement staff.
- Participate as a team member in administrative staff meetings.
- Provide guidance in treatment planning and goals.
- Assist staff in focusing on an asset/strength based model for assessment/treatment.
- Ensure all staff follow MiTeam principles and practices.
- Oversee all assessments, treatment and aftercare plans.
- Advocate for youth and families for their rights, needs, and strengths, within and outside of the agency.
- Facilitate family group decision-making.
- Work closely with the courts, DHHS, CMH and the community to help coordinate assistance to families.
- Facilitate foster parent recognition, support groups and group social activities.
- Assure required reports are timely, and all records meet U.P. KIDS, accreditation, licensing & contract standards.
- Track and record placement staff training.
- Successfully complete all required training sessions.
- Participate fully in the Quality Assurance programs of the agency.
- Abide by all policies and practices of U.P. KIDS.
- Complete any other reasonable assignments requested by the executive director.