Child and Family Charities

Job Description
Foster Care Supportive Visitation Program (FCSV)
Supervisor

Summary of Responsibilities
The FCSV Supervisor will manage the daily operations of a seven-county regional program that provides intensive and individualized parent-child visit services to families whose children are in foster care and where reunification is the case goal. General activities include hiring, training, supervising, and evaluating four Visit Coach staff; marketing the program and referral solicitation, data collection and outcomes reporting, and ensuring compliance with funding source standards and regulations. This position reports to the Director of Child Abuse Prevention Services.

Qualifications
- Masters Degree in human services and one year of field experience in child welfare or working with multi-problem families.
- Bachelors Degree in social work, sociology, psychology, family ecology, family studies, consumer/community services, child development, guidance/school counseling or counseling psychology and a minimum of four years of social work experience (or) two years of social work experience and two years of supervisory experience.
- Administrative and clinical experience along with knowledge of foster care programs, treatment philosophies, and strategies of home-based services.
- Significant knowledge of the Bavolek Nurturing Parenting program model, Adult-Adolescent Parenting Inventory (AAPI), and Nurturing Skills Competency Scale.
- Must have excellent writing, verbal articulation, and computer skills.

Specific Duties
- Hire, train, and provide ongoing supervision to four full-time Visit Coaches.
- Assist the Director with program implementation; establish referral linkages and collegial relationships with all public and private foster care agencies in the seven counties of Ingham, Eaton, Barry, Clinton, Gratiot, Ionia, and Montcalm.
- Ramp up to and maintain an average weekly total program caseload of 35 families, carrying an individual caseload of three families.
- Manage program productivity and financial sustainability to ensure that a weekly average of 57 billable hours is achieved.
- Participate in scheduled meetings, case consultations, and case reviews with the Visit Coaches; provide bi-weekly individual supervision meetings with each Visit Coach to discuss each client family and review case progress treatment plans.
- Accompany all Visit Coaches on at least one home visit session per quarter and provide evaluative as part of ongoing supervision.
• Review and approve by signature and date all required assessments, progress reports, and termination reports.
• Consult with all referral sources on a systematic basis to determine satisfaction with services, proactively resolve any problems, and maintain positive working relationships.
• Develop an outcomes measurement and reporting system; publish at least one aggregate outcomes report per year.
• Monitor and meet compliance with contractual mandates, quality standards, and outcomes expectations as set forth by the Michigan Department of Human Services.

Resume, Cover Letter and Writing Sample
Elizabeth Gonzalez, Director of Administration
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APPLICATION DEADLINE: FEBRUARY 22, 2013 5:00 P.M

Child and Family Charities is an Equal Opportunity Employer
We value diversity, cultural competence and team work

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