



CHILD & FAMILY PLACEMENT SUPERVISOR

POSITION SUPERVISES: CHILD AND FAMILY SPECIALISTS, CHILD AND FAMILY INTERVENTIONISTS

POSITION REQUIREMENTS: BACHELOR'S DEGREE IN SOCIAL WORK, REHABILITATION COUNSELING OR RELATED FIELD. MASTER'S DEGREE PREFERRED. THREE TO FIVE YEARS EXPERIENCE IN CHILD AND FAMILY SERVICES AND SUPERVISION. ABILITY TO EXERCISE INDEPENDENT JUDGMENT AND DECISION. FAMILIAR WITH PREPARATION AND MAINTAINING BUDGETS. ABILITY TO CONFORM TO AGENCY AND CHILD WELFARE PROTOCOLS, REGULATIONS AND LICENSING PROVISIONS. PROFICIENT WITH MICROSOFT BASED SOFTWARE, INTERNET AND CHILD WELFARE RELATED COMPUTER APPLICATIONS. EXCELLENT PLANNING AND ORGANIZATIONAL SKILLS. WELL DEVELOPED INTERPERSONAL AND COMMUNICATION SKILLS. ABILITY TO MANAGE AND MENTOR STAFF. EXPERIENCE WITH COMPLIANCE AND TRAINING. ABILITY TO WORK WITH MINIMAL SUPERVISION AND MULTI-TASK TO MEET IMPORTANT DEADLINES.

POSITION SUMMARY: THE CHILD AND FAMILY PROGRAM SUPERVISOR ASSUMES RESPONSIBILITY IN PLANNING, ORGANIZING, COORDINATING, IMPLEMENTING AND ASSISTING WITH ALL PERSONNEL AND SERVICES ASSOCIATED WITH ADOPTION AND FOSTER CARE SERVICES. THESE RESPONSIBILITIES REQUIRE ADHERENCE TO ALL INTERNAL/EXTERNAL FISCAL, REGULATORY, PROGRAMMATIC AND AGENCY POLICIES AND PROCEDURES. FULFILLMENT OF ALL CONTRACT ALLOTMENTS, COMPLETION OF REPORTS IN ACCORDANCE WITH GUIDELINES SET FORTH BY ALL FUNDING SOURCES. THIS POSITION IS ALSO ACCOUNTABLE FOR ANNUAL COMPLETION OF ALL CONTRACTUAL AGREEMENTS WITH EACH FUNDING SOURCE, AS APPLICABLE AND THE COMPLETION OF ALL ASSIGNED PROJECTS IN A THOROUGH AND CONSISTENT MANNER. THE CHILD AND FAMILY PROGRAM SUPERVISOR ALSO SERVES AS BACKUP FOR ALL DOULA AND FOSTER CARE SERVICES WHICH REQUIRES AVAILABILITY DURING EVENINGS AND WEEKENDS.

PHYSICAL REQUIREMENTS: USE OF GENERAL OFFICE EQUIPMENT (COMPUTER, KEYBOARDS, TELEPHONES, COPY AND TELEFAX MACHINES). MAY REQUIRE MINIMAL FILING. DRIVING/OPERATION OF A VEHICLE. MUST BE ABLE TO MOVE DOCUMENTS UNDER 15 LBS.

OTHER REQUIREMENTS: ACT 33/34 CLEARANCES CURRENT WITHIN ONE (1) YEAR, FBI CLEARANCE, PHYSICAL EXAMINATION WITH TB TEST, VEHICLE OWNERSHIP, VALID DRIVER'S LICENSE, CAR REGISTRATION AND INSURANCE.