

SUPPORTED PARENTING PROGRAM SUPERVISOR



POSITION PURPOSE (DEFINITION)

Under general supervision, is responsible for the day-to-day administrative supervision of assigned staff; participates in the development and implementation of parent education and support services for adults with developmental disabilities; supervises staff and program activities to achieve program goals; co-facilitates parenting groups and other program group activities; may provide direct services; performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Applies directly or through supervision, principles and best practices in the areas of case management, parent education and coaching, home visiting, trauma informed and strength-based work with children and families.
- Exercises appropriate supervisory techniques; provides appropriate direction for assigned staff; organizes the work of self and subordinates to set priorities and to ensure that all deadlines are met; provides day-to-day administrative supervision of staff.
- May provide direct service; may provide transportation for clients including clients in the outlying areas of Humboldt County; may provide services in a variety of community settings.
- Maintains familiarity with program standards and program goals, objectives, policies, and procedures and ensures program compliance; assists in the periodic review and updating of program policies and procedures.
- Serves as the primary liaison with referral source; receives, reviews, and assigns all new referrals; informs referral source that referral has been received and assigned.
- Develops work schedules for assigned employees including direct service time and in-office time.
- Assists in the selection of staff.
- Provides for the training, supervision, and evaluation of assigned staff in accordance with Changing Tides Family Services guidelines and for the purpose of achieving program goals.
- Maintains confidentiality of client information and ensures appropriate releases of information are on file prior to sharing client information.
- Accurately and efficiently documents all work performed in compliance with Changing Tides Family Services and funding source.
- Follows protocols as provided by Changing Tides Family Services and the funding source regarding service delivery, assessments, referral procedures, interagency communication and related areas.
- Exercises sound independent judgment within established guidelines and takes appropriate action; identifies program concerns and recommends program enhancement concepts to the Division Director.
- Oversees the implementation of the parenting curriculum(s) identified for use in the program.
- Supports program staff to assist the parent to meet their child's needs in the following areas: daily living skills, social skills, grooming and personal hygiene skills, and support resources.
- Oversees the implementation of parenting classes and other program group activities.

- Ensures that clients are linked with appropriate social service, educational and disability resources.
- Uses an appropriate cognitive level to communicate with adults participating in the program including individuals with limited literacy skills.
- Oversees the development of client case plans and evaluation of the family's progress.
- Attends RCRC, child welfare, or school team meetings and other meetings as appropriate to the client's plan.
- Accurately prepares reports according to procedures and regulations; maintains statistical data; uses a computer to enter a variety of data using software programs such as Access, Excel, Word, and Outlook.
- Resolves issues with clients regarding services as per policies and procedures. Notifies Division Director of all issues that arise.
- Responds appropriately to oral and written instructions; presents clear written and oral instructions.
- Maintains a cooperative working relationship with collaborating partners including funders, family resource centers, and other professionals encountered in the course of work.
- Ensures authorizations are in place prior to implementing any services.
- Maintains familiarity with techniques and approaches to teach skills to individuals with developmental disabilities and knowledge of child development.
- Maintains a working knowledge of laws and regulations regarding persons with developmental disabilities.
- Complies with Changing Tides Family Services Personnel Policies and procedures and other formal Changing Tides Family Services guidelines and policies.
- Complies with all mandated reporting requirements; ensures that assigned staff complies with all mandated reporting requirements.

DESIRABLE EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge and skills outlined above is:

- Equivalent to graduation from a four-year college or university with major course work in child development, social work, education or a related field,
- Two years of home visiting experience with families,
- One year of experience working with individuals who have developmental disabilities,
- Two years of supervisory experience preferred.

REQUIREMENTS:

- Must be able to see and hear within normal ranges with or without correction.
- Must be able to make home and community visits and be able to enter a variety of structures.
- Must be able to climb stairs and be physically mobile.
- Must be able to sit for extended periods of time in front of a video display terminal and use a computer.
- Must possess a valid California Driver License, current automobile insurance and have access to a vehicle for work purposes.
- Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level.
- Must have flexibility to work some evenings or early mornings, and occasional weekends.

