

Children and Family Development (CFD) Supervisor

Job Description

The Children and Family Development (CFD) Supervisor is responsible for the day to day management of the CFD team and St. Charles Social Service staff. This team is responsible for providing comprehensive care for homeless individuals, children and their families. This position will utilize assessment tools to focus on basic needs, help stabilize the immediate crisis, aid in establishing a long-term plan for recovery, and re-assess and measure success. The goal of this position is to improve basic needs and social connections and to be the service advocate for homeless families.

- Provide daily supervision to the St. Charles (STC) Social Service staff.
- Provide case conferencing assistance and support to program social service workers and volunteers.
- Assign cases; assist in referrals and case management decisions.
- Provide crisis intervention and support to program supervisors, staff and volunteers.
- Audit case files, service plan notes and other documentation of the social service worker staff to ensure all paperwork is present and complete.
- Communicate changes in procedures and policy to all STC Social Service staff.
- Oversee the adherence to program standards and ensure case files are accurate and complete by conducting regular audits of case records
- Implement and train staff on appropriate administration policies, services, structures and controls for the effective and efficient delivery of services.
- Direct and evaluate the performance of the STC Social Service r staff.
- Work closely with Directors of Programs to develop new policies and procedures consistent with the agency mission statement, agency policies and procedures that align with best practice standards.
- Other duties as assigned

Job Type: Full-time Salary: \$35,360.00 to \$37,440.00 /year

Education:

Minimum qualifications:

- Bachelors' degree in Social Work or comparable Human Service field from an accredited institution
- Minimum of 4 years' experience in direct services or case management
- Minimum 2 years' supervisory or program management experience

Preferred qualifications:

- Advanced degree in Social Work or a comparable Human Service field from an accredited institution
- Minimum of 3 years' experience in direct services or case management
- Minimum of 2 years' supervisory or program management experience

Please send resume to pstruckhoff@jacares.org. Use 6364411302 as the subject line for the email. Emails without this subject line will not be read.