



Jamestown Community Learning Council

Strengthening the Capacity of our Families

Healthy Families Chautauqua Program Supervisor Job Description

REPORTS TO: Healthy Families Chautauqua Program Manager

LOCATION: Dunkirk, NY but will travel throughout the county

FLSA STATUS: Non-exempt, hourly position – Full Time 37.5 hours per week

COMPENSATION: \$23.00 per hour, health insurance, Simple IRA, 15 vacation days, 12 sick days, floating holiday and 14 paid holidays annually

TO APPLY: Email resume, cover letter and 3 references with contact details to Connie.Desmarais@jclcprograms.org

QUALIFICATIONS:

- Master's degree in human services or fields related to working with children and families (preferred) or bachelor's degree in these fields with three years of relevant experience (required)
- A solid understanding of or experience in supervising and motivating staff, as well as providing support to staff in stressful work environments
- Knowledge of infant and child development and parent-child attachment.
- Experience with family services which embrace the concepts of family-centered and strengths-based service provision
- Knowledge of maternal-infant health and dynamics of child abuse and neglect
- Experience in providing services to culturally diverse communities/families
- Experience in home visiting with a strong background in prevention services to the 0-3 age population
- Experience in supervising, managing, or overseeing staff and programs
- Infant mental health endorsement (preferred)
- Experience with reflective practice (preferred)

CORE RESPONSIBILITIES:

- Provides direct weekly supervision and oversees work of Family Support Specialist and/or Family Resource Specialist
- Provides supervision, case management and record reviews of Family Support Specialist and/or Family Resource Specialist performance
- Responsible for conducting home visits with family support specialists and family resource specialists in order to conduct quality assurance
- Assists in interviewing, hiring, evaluating, and with training of Family Support Specialist and/or Family Resource Specialist
- Conducts periodic reviews and maintains required data collection systems

- Conducts family assessments/parent surveys and/or home visits when needed
- Coordinates community services for the family as needed.
- Establishes contacts with appropriate service providers and arrange for client referrals procedures positively represent the program during presentations, advisory board meetings, and community meetings with other agencies
- Maintains a work environment that provides maximum safety and health
- Must be able to work flexible hours, including some evening hours
- State travel is required for training and program related meetings with overnight stay.
- Perform other duties as assigned by Program Manager.

