

PRESBYTERIAN CHILDREN'S VILLAGE SERVICES

JOB DESCRIPTION – PROFESSIONAL COMMUNITY BASED SUPERVISOR: Adoption, Foster/Kinship Care, PBC, Medical Foster Care and Therapeutic Foster Care

Date: 10/04
Supercedes: 4/98
Status: Exempt

The Professional Community Based Supervisor is accountable to the Director of Community Based Services and is responsible to provide leadership and supervision to the Professional Social Workers and the Foster/Kinship care triad that includes but is not limited to assessment, case planning and implementation and discharge planning. Each Community Based Supervisor is responsible to supervise designated team of Professional Social Workers. The Professional Community Based Supervisor is also responsible to manage a regular foster care and/or kinship care services and/or specialty areas assigned by administrative staff. Specialty areas include: adoption, medical Foster care and Treatment Foster care.

I. ESSENTIAL FUNCTIONS

The following is an explanation of the duties of the Professional Community Based Supervisor. It includes the major highlights of the requirements of the position. There should be a clear understanding that the duties outlined below are not all encompassing. Additional responsibilities may be assigned to the Professional Community Based Supervisor as required.

A. Case Management Duties

1. **Service to the Child:** Monitor and supervise the professional Social Worker's case management and treatment responsibilities to the child ensuring coverage as needed. Always keeping the focus on the permanency planning needs of the child as mandated by the placing county.
2. **Services to the Placement Family:** Provide supervision of placement by supporting and monitoring the development and competency of the placement family's skills and knowledge base. The goal is to promote the placement family's ability to function as a collaborative partner with PCV staff members and ensure coverage as needed. Insures the placement family's compliance with all state, county and mental health regulations.
3. **Services to the Birth Family:** Provide supervision that focuses on meeting the permanency goals of the child and the birth family and ensure coverage as needed. Provide ongoing monitoring for compliance with all state and county regulations.
4. **Documentation:** Supervise and monitor the timelines and compliance of all Professional Social Worker's required documentation by reviewing and auditing their paper work on an ongoing basis to insure compliance with all state and county requirements.

B. Work Habits

1. Demonstrates understanding of treatment concepts and the needs of the client.
2. Be available for individual and team supervision in order to direct the focus of staff to meet the ongoing needs of the designated specialty area.

C. Supervision

1. Directly responsible for the supervision of a specified team of Professional Social Workers.
2. Provide leadership to insure effective productivity in case reviews/treatment team meetings and other meetings as assigned.
3. Maintains a leadership role in the assigned specialty area.

D. Professional Development

1. Expected to help Professional Social Worker's prioritize their weekly schedule in order to participate in regularly scheduled in-service training and staff meetings i.e.; weekly case management.
2. Maintain LSW Continuing Educational requirements as appropriate.
3. Complete job performance evaluations for the designated team of staff focusing on core competencies and professional growth and development by utilizing weekly supervision.

II. PROFESSIONALISM

A. Interpersonal/Teamwork

1. Maintains positive and professional relationships with colleagues, clients and their families, and outside agencies.
2. Contributes as a team member and actively collaborates with others to meet the mission and goals of PCVS.

B. Work Habits

1. Knowledgeable and supportive of PCVS policies and procedures, including those in the Personnel Handbook, and implements them consistently.
2. Knowledgeable of laws, regulations, and standards pertinent to his or her work and demonstrates compliance.
3. Demonstrates integrity by striving for safe and effective service delivery, as well as accurate, timely and complete documentation.
4. Contributes to maintaining a 'Culture of Safety' for clients, colleagues and visitors.
5. Reports to work, as well as all meetings and appointments, in a timely manner.
6. Dresses appropriately and professionally based on scheduled activities of the given day. Strives to serve as a role model to clients.

C. Professional Development

1. Participates in Performance Improvement/Compliance Program and strives to apply these principles in his or her work.
2. Participates in individual supervision as scheduled by supervisor.
3. Accepts and follows suggestions, directives, and requests to perform additional duties willingly and flexibly.
4. Consults his or her supervisor or others, as appropriate, for collaborative problem solving.

5. Exercises sound judgment, knowledge, and creativity in decision making.
6. Takes on personal development and building a learning environment.
7. Completes and demonstrates competency in all mandatory trainings as identified by the organization including knowledge of child and adolescent growth and development.
8. Participates in additional trainings as identified in supervision or by external licensing, contractual, and accreditation organizations.

III. CREDENTIALS/QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education, Training and Experience

LSW required, 2 to 3 years of postmasters experience providing case management.

B. Certificates, Licenses and Registrations

Must have a driver's license to perform duties of the job.

C. Ongoing Training and Credentialing

1. Meets all ongoing requirements as identified by the agency Training Coordinator and Human Resources Office.
2. The Professional Community Based Supervisor will be fully trained in crisis intervention, de-escalation and approved therapeutic hold techniques, as well as appropriate documentation, monitoring & reporting.

IV. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. The Professional Community Based Supervisor will work indoors, outdoors, on campus and off campus with frequent stressful situations.
- B. There is a 40 hour plus work week that includes occasional weekend and evening work. The weekly schedule will be set by the supervisor.
- C. Must be mobile enough to perform job the daily responsibilities of the job, such as securing infants and toddlers in car seats or supervising the safety of children in or out of the agency setting. Must be able to drive clients to any necessary appointments or services.

This certifies that I have received a copy of my job description. I have reviewed the **Professional Community Based Supervisor** job description with my supervisor or a representative from the Human Resources Office and I understand and accept the expectations and duties of my job as outlined in the job description.

Employee Signature

Date

Employee print name

Supervisor or Human Resources Signature

Date