

Homebuilders Supervisor



Department: Family Centered Services

FLSA Status: Non-Exempt

Reports to: Family and Youth Services Director

Date: April 2018

Position Summary:

The Family Centered Supervisor Homebuilders is responsible for providing support, supervision, training and development, and oversight to the HOMEBUILDERS® program.

He or she is responsible for implementation of HOMEBUILDERS model and program fidelity.

He or she monitors DCS service standard, licensing, internal policy and procedure compliance and responds to client and practitioners crises as they occur.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ensure service delivery is consistent with the HOMEBUILDERS®, Department of Child Service, Licensing, and Accreditation Standards:

- Adhere to all supervisor components in the HOMEBUILDERS®, Department of Child Services, licensing, and accreditation standards and requirements.
- Receive referral inquiries, screen for eligibility, gather referral information, and manage assignment of referrals to maintain practitioner caseloads. When applicable, be available to accept referrals 24 hours a day, 7 days per week.
- Facilitate weekly team consultations, and individual consultations with HOMEBUILDERS® practitioners as needed (typically several contacts each week), to assess progress on goals and help structure time and activities during intervention. Ensure every family is staffed at least weekly.
- Provide individual supervision with Family Centered Services Supervisors, Clinical Supervisor, and Administrative Assistant. Provide clinical consultation.
- Consult with practitioners, HOMEBUILDERS® consultant, and Clinical Services Director regarding safety issues to help identify risks, promote safety, and implement safety plans; respond to family crises and consult with practitioners regarding safety concerns if and when they occur, 24 hours per day, 7 days per week. Increase amount of consultation when serious safety risks or concerns exist.
- Ensure practitioners utilize the following components in their work with families: engagement and motivation enhancement strategies; research-based cognitive/behavioral strategies; a variety of teaching methods; a comprehensive, strength-focused assessment process; a collaborative goal setting and service planning process; provision of concrete goods and services (including transportation); advocacy; assessment of goal progress and needs.

Provide initial and ongoing training, supervision and support for practitioners and supervisors:

- Work with HOMEBUILDERS® Consultant and Clinical Services Director to develop and implement training plans for new practitioners and supervisors. Engage new practitioners and supervisors in initial on-the-job training activities planned with the HOMEBUILDERS® consultant and Clinical Services Director. Conduct an Initial Professional Development Assessment to identify initial training needs; develop a Professional Development Plan outlining how the needed training will be provided.
- Provide practitioners and supervisors with constructive performance-based feedback, helping them utilize critical thinking skills to evaluate their own performance and to assess the effectiveness of their teaching methods.
- Model and develop in practitioners and supervisors behaviors that emphasize recognition, encouragement,

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collaboration, team participation, effective problem solving, accountability, and respect for cultural differences; promote view of mistakes as learning opportunities; use cognitive / behavioral approach in supervision; offer emotional and technical support; assist in advocacy efforts as needed.

- Monitor quality of interventions: AcOrganization HOMEBUILDERS® practitioners regularly on home visits; ensure practitioners' behavior with clients facilitates problem solving and progress toward goals; review and provide feedback on written goals, service plans and assessments; review safety plans where applicable; conduct clinical record reviews and provide feedback to practitioners; utilize data to routinely evaluate and improve individual and team performance.

Ensure team participation in quality enhancement components of the HOMEBUILDERS® model, DCS Service Standards, licensing, and accreditation requirements:

- Participate in all required components of QUEST, the quality enhancement component of the HOMEBUILDERS® model.
- Participate in Quality Service Review
- Monitor model fidelity and program outcome data.
- Assist practitioners and supervisors with analyzing and interpreting performance data.
- Work with the HOMEBUILDERS® consultant and Clinical Services Director to implement Quality Enhancement and Quality Improvement Plans as needed.
- Work with practitioners and supervisors to develop individual Professional Development Plans related to model implementation.

Administrative and Organizational Responsibilities:

- Ensure all clinical documentation is completed and submitted in a timely manner.
- Collect, review and approve agency paperwork according to agency guidelines.
- Review, revise and approve all clinical documents sent to parties outside the office.
- Ensure compliance with contract requirements.
- Assist the team in assessing its relationships with others in the organization.
- Participate in community groups and build strong relationships within the local community.
- Maintain positive working relationships with referring agency staff and others in the community.
- Participate in required training.
- Compile monthly and quarterly reports to the Board of Directors, local DCS office, and DCS Central Office
- Attend internal CAST and Leadership Development Institute meetings and trainings

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Education/Certification/Licensure:

- Bachelor's degree in social work, psychology, counseling or closely related field and at least 4 years' experience as a Homebuilders Specialist
- Masters or doctorate degree in social work, human services, psychology, counseling or other related field service field
- Current licensure issued by Indiana Behavioral Health and Human Services Licensing Board in Clinical Social work, Marriage and

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Family Direct work or Mental Health Counselor preferred

- Valid Driver License

Experience Required:

- 2 years working with child and families
- 3-5 years previous supervisory experience preferred

Knowledge and Skills Required:

- Ability to coach and mentor others
- Strong math skills
- Attention to detail
- Excellent communication skills, both written and verbal
- Organization and time management
- Strong connection with the community

Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

Working Conditions:

- Work is performed in a community based setting and/or in families' homes. This role is exposed to tobacco smoke, domestic animals, household pests, and other conditions common to domestic environments.
- Minimal safety hazards with general office working conditions.
- Travel up to 10%.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.