



Position Description

Title: Supervisor – Intensive In-Home		
FLSA Class: Exempt	EEO Category: First Mid-Level Officials and Managers	WC Class: 8861
Job Title #1000530	Salary Grade:	
Date Approved: March 22, 2017		
Revision Date:	Job Class: Home and Community Based Services	
Revision:	Purchasing Level:	

Purpose of Position

This position provides supervision, direction and coordination IIS Specialists for the assigned project site. This position is an on-call position that requires responding to families being served 24 hours per day, seven days per week including holidays and weekends. This position reports to the Associate Director of Community Based Services.

Major Duties (*Essential Element)

- Accepts referrals from the Children’s Division state designee for families who are experiencing possible out of home placement.
- Immediately assigns referred families to the appropriate IIS Specialist
- Reviews with IIS Specialists the North Carolina Family Functioning Assessment Scale and other assessment tools used by the specialists and reviews and signs off on all service plans.
- Review case records on a monthly basis to insure all client records are established in required standards.
- Oversees daily program operations for the Intensive In-Homes Services Specialists which includes peer review of case manager documentation, reports, and timely submission of required assessments, plans and reports.
- Be available to families 24 hours a day, seven days a week to intervene during crisis or during times that the family is at the highest risk of abuse or neglect when assigned specialist is unavailable.
- Participate in Family Support Team meetings for families being served as needed to maintain open communication between the family, referring worker, other community supports, juvenile court if involved, and other systems involved with the family. An FST should be held at least twice during an intervention.
- Complete all necessary paperwork and contacts in a professional and timely manner.

- Meets with IIS Specialists on a weekly basis and attends monthly IIS Consultation meetings with other specialists and the IIS Coordinator/Director of Community Services.
- Other duties as assigned to meet the betterment of families and children being served and Great Circle

Working Conditions

Office or home environment. Lighting and temperature adequate. Exposure to dust, elements, and a variety of home environments.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant listening and hearing as well as talking and lifting up to 10 pounds. This position requires frequently lifting up to 25 pounds and occasional standing, walking, use of hands to handle or feel, climb or balance, stoop, kneel or crawling, tasting or smelling, as well as lifting up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Operating within the budget

Supervisory Responsibility

Yes

Qualifications

- Demonstrated willingness to work a non-structured, flexible schedule, routinely including evenings and weekends.
- Shall be able to provide intensive in-home crisis services to families being considered for out-of-home placement.
- Shall be able to be on call 24 hours per day to help with diffusion, structuring, and problem resolution.
- Must have valid driver's license and be insurable by agency carrier.
- Must be able to read, write, understand and speak English and report legibly in all required reporting systems.

Required Education and Experience

- Possess a current, valid driver's license and meet the Great Circle requirements for insurance
- Bachelor's degree in social work, psychology, counseling or related field with at least 5 years of post-degree experience working with families and children
- Demonstrated knowledge and skills of interpersonal engagement, crisis intervention, communication, educational skill building, and child protection.

Preferred Education and Experience

- Master's degree in social work, psychology, counseling or closely related field with a minimum of two years post graduate experience or eligibility to become provisionally licensed by the State of Missouri.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____