

Job Information**Job Title:** Family Support Worker Supervisor**Req'd Education:** 4 Year Degree**Company:** Broward Regional Health Planning Council, Inc.**Req'd Experience:** At least 3 year(s)**Location:** US-FL-Fort Lauderdale**Base Pay:** \$34,500 /Year**Employee Type:** Full-Time Employee***“At Will” Employment***

The Broward Regional Health Planning Council is an “at will” employer. Consequently, employees serve at the pleasure of the Council without entitlements or “property rights” to continued employment. The employment relationship can be severed at any time by either the employee or the Council for any reason or no reason (except for an unlawful reason). Some positions at the Council are also dependent upon the receipt of grant funding for specified programs. Lack of funding, including curtailment of grant funding can be a cause for the Council to terminate the employment relationship.

Nothing set forth or contained in the Personnel Policies of the Broward Regional Health Planning Council, as it now exists or may in future be amended, shall change, alter or amend the “at will” status of Council employees. No Council manager or officer has any authority to make any arrangement or to make any agreement for employment other than for employment “at will” or limiting the discretion of the Council to modify any conditions of employment.

Nature of Work

Under the general direction of the Healthy Families Broward Program Manager and the Assistant Program Manager, the Family Support Worker Supervisor (FSWS) is responsible for program management of the Healthy Families Broward Project and functions as a supervisor for the Family Support Workers.

Supervision

The Family Support Worker Supervisor will function under the direction and guidance of the Healthy Families Broward Assistant Program Manager.

Examples of Essential Job Functions

- Monitors employees within assigned area; schedules and directs work, performs orientation and training, recommends personnel actions through the Family Support Worker's operational supervisor (if other than FSW Supervisor).
- Coordinates and assists Family Support Workers in an interdisciplinary team approach to meet families' needs.
- Responsible for facilitating staff meeting for Family Support Workers on a weekly basis.
- Provides clinical supervision to Family Support Workers as per Policy and Procedure HFB 18.
- Maintains work environment that provides maximum safety and health and encourages safety awareness among employees with an on-going departmental safety awareness program.
- Plans workloads, work flows, deadlines, work objectives and time utilization with employees.
- Is responsible for assuring that staff have materials and training needed to perform all aspects of their work, particularly parent- child interaction facilitation.
- Directs Family Support Worker in work with parents to improve deficit areas in parent child interaction.
- Ensures program objectives are met by conducting monthly client record reviews and maintaining the required data collection systems for projects, including information for monitoring reports and projects evaluations. Implements quality assurance plan for Healthy Families Broward project.
- Reviews cases on a weekly basis and assures that any case which may involve "imminent harm" or "threatened harm" is referred to the abuse registry.
- Works in conjunction and coordinates with local community health and social service agencies to assure maximum utilization of services by families in accordance with project objectives.
- Provides documentation on services needed by each project family and availability of needed services as part of project assessment.
- Communicates on a regular basis with employees both individually and in team meetings.
- Performs other related duties as assigned.
- Demonstrates knowledge of HIPPA, State, County and DCF regulations as required by the areas of assignment.
- Other duties as assigned.

Knowledge, Abilities and Skills

- Ability to supervise professional staff
- Knowledge of community-based resources
- Knowledge of how to engage families in trusting relationship
- Ability to work with paraprofessional staff
- Knowledge of family support principles
- Ability to communicate verbally and in writing
- Ability to establish and maintain effective working relationships with others
- Knowledge of home visiting practices
- Ability to refer families to appropriate community-based resources
- Ability to utilize public speaking skills

Required Educational Experience and Training

- Bachelor's Degree, (Master's preferred from an accredited college or university in social work, psychology, education, nursing)
- Three years professional experience in providing social work, health education, nursing or counseling services
- Creole speaking preferred
- Experience in supervision is required
- Previous experience in a home visiting program
- Previous experience in working with children and families

Other Requirements

- Satisfactory local and level II background screening
- Valid State of Florida Drivers License with appropriate insurance coverage
- Access to reliable transportation
- Access to and use of a cellular phone

Effective Representation

Ability to effectively represent the Council as a positive role model for subordinates, to supervise in a job related, proactive manner, to effectively document performance and behavior anomalies, to coach, praise and counsel subordinates appropriately.

Represents the agency in a professional and respectful manner in working with clients, vendors, fellow employees, and all members of the public without regard to race, religion, age, disability, gender, national origin, sexual orientation, or other non job related criteria.

Ethical Conduct

Meets work obligations in a manner which effectively represents the best interests of tax payers and all members of the public without conflict of interest or personal gain beyond approved benefits and compensation. Takes positive action to avoid and report to supervisors any real or perceived conflicts of interest. Acts as a positive role model for colleagues and clients. Is an effective steward of the agency's time and resources, including funds, equipment, e-mail and other property.

FLSA Status

Exempt (Salary) \$34,500

BRHPC is an equal opportunity employer.

Please submit your resume to Tiffany Steele at tsteele@brhpc.org