

HEALTHY FAMILIES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Responsible for providing ongoing, intensive, professional supervision to direct Healthy Families staff under the Healthy Families of Herkimer County Program. This will include supervising the delivery of home visiting services by program staff. The work is performed under the general supervision of the Healthy Families Program Manager with leeway allowed for the use of independent judgment in carrying out work activities. Direct supervision is exercised over all Healthy Families direct care staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises program staff to ensure that quality of services and maintenance of agency standards and policies are adhered to;
- Schedules and directs the work of the Senior Family Support Specialists and the Family Support Specialists;
- Assists in interviewing, hiring, evaluating Senior Family Support Specialists and Family Support Specialists;
- Monitors the case management activities of program staff;
- Assists with training of program staff;
- Schedules family and child assessments to be performed by program staff;
- Assists in developing manuals, guides, and informational materials for use by program staff or in promotion of the Healthy Families program;
- Conducts client record reviews and maintains required data collection;
- Data enters information into a statewide system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of child development and family relationships; good knowledge of laws and regulations of child abuse and neglect; good knowledge in supervision of staff; good knowledge in the administration of a human services program; ability to plan and supervise the work of others; ability to prepare written reports; ability to operate a computer; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise discretion and sound judgment.

MINIMUM QUALIFICATIONS:

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Services, Social Work, Psychology, Sociology, Family Counseling, Early Childhood Education, Nursing or related field;

Or

- (B) Graduation from a regionally accredited or New York State registered college or university with a Associates Degree in Human Services, Social Work, Psychology, Sociology, Family Counseling, Early Childhood Education, Nursing or related field and two (2) experience in a community oriented public or private agency adhering to prescribed standards, one (1) year which must have been in a supervisory capacity.

NOTE: Verifiable part-time experience will be pro-rated toward meeting the full-time experience requirements.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet fieldwork requirements in a timely and efficient manner. Must have New York State Registry of Child Abuse clearance.