CHILDREN'S AID SOCIETY OF ALABAMA

Mission Statement: Changing lives, building families, strengthening communities.

Job Description: Family Partners Team Leader

Reports to: Director of Family Intervention Services **Supervises:** Number of direct reports: 4
☑Exempt ☑Full Time

Job Requirements

Summary: This position is responsible for providing supervision to staff; overseeing the delivery of intensive, in-home short term crisis intervention and stabilization to families.
Minimum Education: Master's Degree and Licensure/eligibility in Social Work, Psychology, or Counseling, from a college or university accredited by one of the six regional accrediting associations in the US.
Minimum Work Experience: 5 years of increasingly responsible experience working with children, youth, and families plus 2 years successful full-time, paid supervisory experience in a social services setting.
Required Licenses/Certifications: LMSW, LICSW, or LPC license/eligibility. Valid Alabama driver license and auto insurance minimum liability 100/300.
Required Skills, Knowledge, and Abilities: Excellent communication and problem-solving skills. Computer proficiency. Ability to respond calmly and non-judgmentally to others, including persons in crisis. Ability to work with a team while evidencing ability to think critically; plan and carry independent work when directed by the Program Director. Ability to demonstrate cultural and socioeconomic proficiency. Understanding of trauma informed care.
Required Internal Certification/Trainings: Bi-annual TB skin test/medical report
List any physical requirements: Travel within service area and in state, some overnight. Light lifting for the placement of office supplies. Ability to work flexible hours; provide 24/7 on call response.

Essential Functions of Position

1. Assists with program reports accurately and in a timely manner (annual plan, monthly summaries, billing, IIHS reports as requested by DHR, United Way data).
2. Provides effective supervision to staff through weekly or bi-weekly supervision and consultation, training new staff, conducting timely performance evaluations, and improvement plans with staff as needed with guidance from Program Director.
3. Demonstrates the ability to understand and show commitment to the modified Homebuilders model of family preservation and to the goals and beliefs/principles of Family Preservation and Support Services and Alabama DHR's System of Care.
4. Demonstrates ability to review therapist and family support workers' progress notes and documentation and provide effective feedback; ensures timely completion of reports and documentation by each staff.
5. Establishes and maintains a positive working relationship with DHR directors, social workers and other community professionals in each county to facilitate referrals and to solicit feedback regarding quality of service; represents CAS in the community through quarterly meetings, committees and networking; and educates the community as to the strengths and needs of the consumer population; establishes and maintains positive working relationships with referring agencies and other community professionals.
6. Provides assistance with program development, implementation, and evaluation; ensures compliance with CAS standards and program contract requirements.
7. Coordinates and approves staff leave time to ensure adequate staff coverage; coordinates on-call schedule for staff to handle after hours crisis and emergencies. Maintains 24/hr a day availability to staff; ensures program maintains 24/hr a day availability to receive referrals from DHR. Reviews and

approves therapists and family support workers' timesheets and travel/expense reports and ensures accuracy.

8. Serves as liaison between CAS and DHR; receives referrals from DHR to program. Ensures timely review of treatment plans and progress assesses the needs and abilities of each staff person. Participates in ISPs as needed.
9. Provides effective direct supervision to Family Support Workers, Therapists, and student interns as needed; assists with bi-weekly group staffing to all staff; ensures quality clinical service delivery; accompanies staff on home visits and provides written feedback 4 times a year; recommends professional development opportunities for staff as needs arise.
10. Participates in individual and/or group meetings, in–service trainings and all-staff meetings. Develops an ever-increasing understanding of trauma responsive care and how best to implement that knowledge into daily practice. Provides training to program staff as identified.
11. Communicates regularly with Program Director for consultation and to keep her informed of regional program and personnel activities and needs; submits weekly schedule to PD to help her coordinate meetings between IIHS staff.
12. Ensures Aftercare services are provided to families discharged from the IIHS program at 1-, 2-, and 3-months post discharge; ensures proper documentation for all aftercare clients.
13. Assists with the accuracy and the timely completion of monthly tracking reports.
14. Completes quarterly reviews of all program files as required under CAS PQI standards in an accurate and timely manner; oversees collection of program data into ETO database, analyzing data; meets all reporting requirements of CAS and DHR; submits timely reports as scheduled and upon request.
15. Participates actively in the agency PQI process and serves on agency committees as requested.