

Family Connections Program Supervisor

Job description

Join Arizona Cooperative Therapies and Make a Difference in the Lives of Children!

WHO WE ARE:

Arizona Cooperative Therapies (ACT) is a leading Early Intervention agency and is expanding by adding additional programs through the Department of Child Safety (DCS). We currently work with over 1,000 infants, toddlers, and families in East and West Maricopa and Pinal Counties, providing critical Early Intervention, Behavioral Health, DCS and related services. ACT has been supporting the needs of young children and their families since 2013. Arizona Cooperative Therapies is a cooperative comprised of nine member agencies.

OUR WORKFORCE:

We are passionate about our work and committed to our mission. We believe that attracting and retaining talented staff who are committed to working collaboratively with each other and the families we serve is vital to sustaining ACT's mission. Our diverse workforce, drawn from numerous professional disciplines to work as a team to help parents better their skills to provide a healthy and safe environment for their child(ren) to flourish in development. ACT's services are delivered in families' homes or in other community locations. ACT's administrative office is located in central Phoenix.

POSITION DETAILS:

We are currently seeking an individual with a Master's Level of education in Human Services related field such as Social Work, Psychology or Child Education and have a minimum of 1 year related child welfare work experience. The Family Connections Program Supervisor will be primarily responsible for staff coaching, staff skill development and administrative oversight and management of the Family Connections Program. The Family Connections Program (FC) is a new ADCS program that is being put into place to ensure the welfare and safety of children identified as at risk of maltreatment. This position is an integral part of our ACT Team that interfaces with the Arizona Department of Child Services (ADCS). We are excited to be expanding our programmatic offerings and are seeking a compassionate experienced manager to help with our expansion. Children and Parents receive home visits as well as group services in the community. This position has direct oversight of our home visiting staff.

POSITION EXPECTATIONS:

This position will attend required DCS trainings upon hire and annually that teach the Family Connections Program curriculum; ensure that all Home Visitors meet specific required timelines and documentation; uphold ACT, DCS, and Department of Economic Security (DES) values and mission. Engage in regular collaboration and communication with ACT Clinical Director of Child and Family Services, DCS State personnel, and all necessary regulatory agencies. Must be able to respond in a culturally responsive manner to families in crisis and those resistant to program requirements.

DUTIES AND RESPONSIBILITIES:

1. Referrals: tracks, assigns, and monitors all referrals in accordance with contractual requirements.
2. Provides supervisory consultations and coaching to all program staff by way of 1:1 Supervision and departmental staffings.
3. Performs training activities and guidance to all team members using DCS approved best practice modalities.
4. Acts as primary liaison with referral sources and collaborative partners.
5. On-call responsibility to support team members under supervision.
6. Performs record keeping functions in accordance with program policies.
7. Establishes and maintains files using agency electronic health record and the DCS record-keeping system; Reviews files to meet contractual timelines and other requirements.
8. Adheres to the policies, procedures and standards as prescribed by both DCS and ACT.
9. Maintains confidentiality
10. Completes all training as required/assigned.
11. Participates in quality improvement activities.
12. Performs other duties and responsibilities as assigned.

Program Development and Outlining Process for Implementation: In conjunction with Clinical Director, this individual will develop policies and procedures for new FC program.

Teamwork and Collaboration: Utilize a collaborative, strengths-based and supportive approach when working with our diverse staff.

Build strong community relationships and collaborations: Attend local community meetings relevant to identified needs of families such as shelters, drug and substance abuse counseling, domestic violence training and community supports. Establish relationships with community referral sources and build data base of community resources to support client families.

Ensure ongoing program compliance with DCS program standards and timely reporting requirements: · Respond to DCS information/audit requests, Implement and monitor system for timely and accurate DCS data entry, participate in appropriate DCS and system wide meetings/committees

POSITION REQUIREMENT:

- Masters Degree and Associate level licensure preferred (LAMFT, LAPC, LMSW)
- Work experience: Must have 2-3 years experience in Leadership/Supervisor role overseeing provision of programs/services to families identified as “at risk” by Department of Child Safety or child welfare agencies
- Must be knowledgeable about inclusive practices, screening, evaluation, assessment and individual program development for children and families
- Must be familiar with trauma theory and trauma informed care, child abuse and neglect, substance abuse, domestic violence experience, family systems, Motivational Interviewing
- Previous supervision experience preferred

- Must have reliable transportation, and driving record free from moving violations; Proof of insurance, license and registration required
- Must be able to pass random drug screens, annual background checks and obtain a fingerprint clearance card
- Can perform the duties of the job in a stressful environment.
- Must be able to demonstrate quality organization, written and verbal communication skills
- Proficient computer skills with MS Office Suite: Word, Excel, PowerPoint, Outlook, Office 365 and Adobe
- Positive attitude, proactive mentality, responsive, and strong work ethic

BENEFITS:

ACT offers competitive salaries and a comprehensive benefits package including, but not limited to;

- Health, Dental and Vision Insurance
- Generous sick and vacation time
- 10 paid Holidays
- Life and Disability Insurance (100% employer contributed plan)
- 401K Retirement Savings Plan
- Continuing education leave and paid conference fees
- Supervision for licensure provided
- Mileage reimbursement

To learn more about Arizona Cooperative Therapies, please visit our website at www.azcooperatvietherapies.org

ACT is an equal opportunity employer

Job Type: Full-time

Pay: \$24.00 - \$26.00 per hour

COVID-19 considerations:

Remote interview process for first interview