

<p style="text-align: center;"><b>ALLEGHENY FAMILY NETWORK</b> <b>Family Support Supervisor: High Fidelity Wraparound Program</b> <b>Job Description</b></p>
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**Duties and Responsibilities:**

- Develop and implement a community hiring process.
  - Recruit a diverse applicant pool of experienced family members.
  - Partner with families, colleagues, and all other appropriate collaborators to implement a creative, behaviorally based interviewing and hiring process.
  - Fill vacancies in a timely fashion.
  
- Provide supervision to Family Support Partners (FSP) that is strengths based, proactive, and collaborative with key partners in the project.
  - Develop applicable policies and procedures related to the role and responsibilities of the FSP and family involvement.
  - Ensure that staff are fully trained, credentialed and understand implementation of the materials.
  - Develop and implement collaborative, cooperative, regularly scheduled, individual and group supervision of FSPs with Wraparound Supervisor.
  - Oversee, observe and provide feedback to FSPs on the implementation of support groups, education opportunities, group activities, and implementation of family development funds.
  - Assess performance, develop and implement strengths based professional development plans for each FSP.
  - Review all family records and billing documentation; monitor documentation regularly for accuracy and timeliness.
  
- Provide leadership and modeling for High Fidelity Wraparound project.
  - Work collaboratively with all project supervisors and staff.
  - Ensure the “family voice” is heard in all aspects of governance, planning, development, implementation, evaluation and the provision of services.
  - Collaboratively develop and implement problem solving strategies that promote positive work environment and that focus on positive child and family outcomes.
  - Facilitate the use of strategies for developing culturally competent services and supports and seek resources from culturally diverse groups within the community.
  - Assure AFN’s compliance with all grant related requirements.
  - Assist formal and natural supports in understanding the High Fidelity Wraparound concept and the importance of culturally competent, strengths based, family involvement.
  
- Other duties as assigned.

**Qualifications for Position:** Bachelor’s degree or equivalent experience in human services or a related field strongly preferred. Experience in the direct supervision of staff required. Experience in working with families and communities on behalf of children with mental health issues is highly desirable. Must have direct experience in raising a child with mental health issues.

**Supervisory Relationships:** The Family Support Supervisor reports to the Executive Director of the Allegheny Family Network (AFN) and will have indirect reporting relationships with other partners.

**Skills and Knowledge Required:**

- Knowledge gained by parenting a child with mental health problems.
- Ability and skill in providing strengths based supervision and in maintaining focus on staff performance.
- Strong organizational skills.
- Excellent communication, listening, and interpersonal skills including public presentations.
- Ability to work independently and as part of a team.
- Familiarity with location and access of community resources, and services for children.
- Creative, optimistic, and open to new ideas, strategies and concepts.
- Negotiation and conflict resolution abilities.
- Ability to work with individuals from diverse backgrounds in a culturally competent manner.
- Basic computer skills.
- Ability to document program outcomes and other required paperwork.
- Ability to develop and administer budgets.

**Travel, Special Conditions, or Requirements:** Possession of a valid Pennsylvania driver's license and reliable means of transportation required. Must be able to travel locally, out-of-county, and nationally as needed. Requires Commonwealth of Pennsylvania Act 33/34 clearances.

**Hours:** 37.5 hours per week – these hours will include evening and weekends as needed.

**Deadline to Apply: Friday, November 6, 2009**