

AUBERLE
JOB DESCRIPTION

TITLE: Intensive Family Preservation Supervisor - HOMEBUILDERS® Model

JOB CLASS: Exempt (salary)

PROGRAM AREAS: Community Services

QUALIFICATIONS/REQUIREMENTS:

- Commitment to the HOMEBUILDERS® model.
- Graduate degree in human services or related field and at least 2 years working with children and families. Clinical and supervisory experience working with children and families required.
- Ability to work with diverse individuals.
- Ability to exercise discretion and maintain client and employee confidentiality.
- Effective verbal and written communication skills.
- Valid driver's license and vehicle in good working condition.
- Automobile liability insurance that meets minimum agency requirements.

POSITION SUMMARY:

Homebuilders® is a research based model designed to assist families in a time of crisis. They are at imminent risk of having one or more of their children removed or not returned to them because of a serious issue within the family system. This program is another quality intervention in Auberle's continuum to "help troubled children and families heal themselves".

The Supervisor provides support, supervision and oversight to the IFPS team. The supervisor is the primary liaison between the team and the HOMEBUILDERS QUEST consultant regarding clinical concerns.

TYPICAL WORKING CONDITIONS:

1. Requires working flexible hours, including evenings, weekends and holidays.
2. Work is performed in an office environment, the community and client homes.
3. Requires extensive travel to client homes and throughout the community.
4. Involves exposure to tobacco smoke, domestic animals, household pests, and other conditions common to domestic environments.
5. Frequent contact with staff and non-staff (e.g., client families, referents, staff from other community agencies).

ACCOUNTABILITY: Director of Community Services / Homebuilders Manager

ESSENTIAL RESPONSIBILITIES/ MODEL FIDELITY RESPONSIBILITIES:

1. Ensure service delivery is consistent with the HOMEBUILDERS® Standards
2. Adhere to all supervisor components in the HOMEBUILDERS® Standards.
3. Be familiar with and help therapists adhere to all therapist components in the HOMEBUILDERS® Standards.

4. Receive referrals 24 hours a day, 7 days per week. Ensure client intake sessions occur within 24 hours of referral.
5. Schedule and maintain a flexible workweek to meet the needs of client families, therapists and other job responsibilities.
6. Be available 24 hours a day, 7 days a week to client families, and to therapists for consultation and support. Arrange coverage when unavailable.
7. Provide coverage of the emergency/crisis phone.
8. Provide back-up to therapists as needed.
9. Assume responsibility for the referral process and confirmation of client eligibility.
10. Schedule and facilitate weekly team consultation.
11. Facilitate individual consultation with therapists.
12. Ensure that every family is staffed at least weekly.
13. Follow guidelines regarding consulting with the QUEST consultant.
14. Ensure client intervention plans address safety issues. Consult with therapists, management staff and the QUEST consultant on issues regarding client, therapist, and community safety.
15. Ensure therapists provide a range of clinical, concrete and advocacy services that are consistent with the HOMEBUILDERS[®] model and the family's values, learning styles, lifestyle, circumstances and culture.
16. Ensure therapists utilize the following components in their work with families: engagement and motivation enhancement strategies; research-based cognitive/behavioral strategies; a variety of teaching methods; a comprehensive, strength-focused assessment process; a collaborative goal setting and service planning process; provision of concrete goods and services (including transportation); advocacy; assessment of goal progress and needs.
17. Ensure all clinical documentation is completed and submitted in a timely manner.
18. Review, revise and approve all documents sent to parties outside the office.

ENSURE TEAM PARTICIPATES IN QUALITY ENHANCEMENT COMPONENTS OF THE HOMEBUILDERS[®] MODEL:

1. Participate in all required supervisory training and QUEST activities.
2. Participate in IFPS statewide supervisor meetings.
3. Ensure therapists participate in all required training and QUEST activities.
4. Monitor model fidelity and program outcome data.
5. Assist therapists with analyzing and interpreting performance data.
6. Conduct quality assurance reviews of client records.
7. Complete professional development plans and performance reviews with therapists.
8. Meet standard for ongoing client contact requirements.
9. Ensure compliance with IFPS contract requirements.
10. Work with the QUEST consultant on quality enhancement and improvement plans.

ADMINISTRATIVE RESPONSIBILITIES:

1. Assume primary responsibility for hiring and on-the-job training of new staff.
2. Follow proper procedures and personnel policies regarding staff, including hiring, disciplinary and discharge protocols.
3. Ensure required personnel documents for IFPS staff are maintained.
4. Keep program manager and QUEST consultant informed of staff issues and concerns.

5. Collect, review and approve timesheets, expense reports and check requests for accuracy and submit according to agency guidelines. Ensure agency protocols regarding petty cash, receipts, credit card usage, etc. are followed.
6. Meet contract guidelines for submission of billings, invoices, and service reports.
7. Assist the team in assessing its relationships with others in the organization.
8. Participate in community groups and build strong relationships within the local community.
9. Maintain positive working relationships with DHS staff and others in the community.
10. Promote the philosophy and mission of Auberle in the provision of all responsibilities.
11. Promote the Continuous Quality Improvement philosophy and maintain all Quality Improvement goals and objectives.
12. Demonstrate an understanding of and respect for the cultural diversity of consumers, volunteers, staff, and other stakeholders throughout the provision of services.
13. Assure compliance with Council on Accreditation (COA) Standards, State Regulations, County Contracts, and Agency Policies and Procedures.
14. Perform all other tasks as assigned by the CEO or designee.

Interested candidates can send resumes to:

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