

Equal Employment Opportunity

Supervisor for Home Visitation Program

Starting Salary: Depending on education and experience

Status: Exempt / Status

Definition:

Under the supervision of the Family Services Program Director the Supervisor will supervise six Parent Educators, clerical personnel, an Information Technology personnel, and child care support staff (for group connections). Will oversee the implementation of the Selective Home Visitation Program (PAT) Program model which includes delivery of personal visits, group connections, and screenings.

Specific Duties:

- Responsible for the overall function of the Selective Home Visitation Program (PAT) model.
- Must attend the Model Implementation Training and the Parent as Teachers Foundational Model Implementation Training
- Provide each Parent Educator in an individual reflective supervision for a minimum of two hours per month
- Provide a comprehensive Program orientation to each new Parent Educators in conjunction with the Family Services Program Director.
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Duties:

- Carries out mission, vision and values established by Plaza Community Center
- Must have the ability to nurture respectful relationships with clients and children. Must be sensitive to the client cultural and socioeconomic characteristics.
- Ensures the availability of supplies, i.e. for the PAT program.
- Ensures that contract standards are met at all times.
- Coordinates staff and group connections.
- Communicates problems directly to Program Manager as needed.
- Facilitate monthly staff meetings to cover administrative issues, review curriculum, screen protocols, case discussion, peer support, discussion of the core competencies and strategies to prevent burn out.
- Responsible for reporting any symptoms of child abuse and neglect, abnormal behavior, injuries and/ or illnesses to the Department of Family and Children Services and to Family Services Program Director.
- Supervises the development and implementation of all PAT Program activities.
- Ensures curriculum, incorporates holistic, anti-bias, multicultural and age appropriate activities.
- Operates program within established budgetary parameters.
- Facilitates the assessment and counseling of children and families as needed. Refers cases needing additional service to the Program Manager.
- Must have the ability to nurture respectful relationships with clients and children and must be sensitive to the client's cultural and socioeconomic characteristics.
- Monitors client file and assists staff in the compliance of file requirements.
- Performs other duties as directed by Program Manager.

Supervisor

Supervision

- Supervises all PAT personnel.
- Participates in the interviewing, selection, assignment, orientation and discipline of Parent Educators and Clerical Staff.
- Conducts annual evaluations of Parent Educators and Clerical Staff.
- Conducts regular supervision meetings and provides balanced feedback.
- Attends staff meetings, training and workshops as needed or assigned.
- Responsible for reviewing and submitting time cards, work orders, purchase orders and other supporting documentation.

Education/Experience

- Masters in Early Childhood Education or in Child Development, Education, Social Work or related field.
- Must have a minimum of five years experience with adult supervision and minimum of five years working with families from 0-5 years old.
- Knowledge to identify potential child abuse.
- Special skills/ knowledge /abilities
- Good communication and interpersonal skills.
- Bilingual (English/Spanish) preferred.
- Knowledge of reflective supervision

Special Requirements

- TB clearance, to be renewed every two years.
- CPR and First Aid certified
- Health and Safety certified
- Must have a reliable automobile for use on the job, (mileage to be reimbursed). Valid California Driver License. State required automobile insurance coverage.

Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

HV Program employees must be able to perform the following essential functions:

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur.
- Lift 30 pounds from the floor to a waist-high table when necessary.
- Crouch to a child's height, maintain eye contact at the child's level, sit on the floor and stand tall enough to reach children on the highest piece of equipment.
- Be aware of the cognitive, social and physical needs of children.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond.

Supervisor

Plaza Community Services

Serving the people of Los Angeles since 1905

Name (PRINT)

Name (Signature)

Supervisor Signature

Date

Date

Supervisor