

Renton Area Youth & Family Services

Job Description

Position: Program Supervisor, Healthy Start

Reports to: Director of Operations

GENERAL DESCRIPTION

The Healthy Start Program Supervisor provides leadership, oversight and vision for this vital community program. The supervisor's responsibilities include directing, coordinating, supporting and evaluating the on-the-job performance of the Family Support Specialists. The Healthy Start program implements the four components of the Parents as Teacher (PAT) affiliate model and ensures program fidelity to the PAT model as well as various funding contracts. The Healthy Start Program Supervisor will split time between providing leadership and providing direct service and home visits to a small caseload of families.

JOB RESPONSIBILITIES & DUTIES

- Coordinate and monitor service delivery in accordance with Parents as Teachers (PAT) Essential Requirements, PAT Quality Standards, and RAYS policies/procedures
- Supervise Family Support Specialists (FSS) including recruitment, hiring, onboarding, ongoing performance management and facilitating regular team meetings
- Provide at least two hours of individual reflective supervision monthly to each FSS
- Develop/maintain cooperative working relationships with community organizations and leaders to help sustain and grow the program
- Maintain accurate, up-to-date participant records, service documentation, data collection and complete program statistical and evaluation information to PAT and funders
- Conduct annual developmental progress assessments that include social-emotional, vision, hearing and health issues
- Prepare for and provide culturally competent home visits to participants at least twice monthly using the personal visit plans and other supplemental materials required by PAT to a small caseload (5 – 8)
- Plan and facilitate group meetings for participants at least monthly
- Screen new referrals to ensure the program is appropriate for their needs, provide an initial needs assessment, complete onboarding paperwork, and provide timely follow-up with referring agencies
- Provide participant referrals and linkage to a wide variety of community resources to support participant's needs and independence goals

QUALIFICATIONS

- Bachelor of Arts Degree in Social Work preferred; high school diploma or equivalency plus two years related experience required
- Bilingual candidate preferred
- Familiar with reflective supervision practice
- Previous experience working with young families within a diverse newcomer population
- Knowledge of family support principles, parent-child interaction and child development
- Proven ability to establish trusting relationships with at-risk youth and families
- Must have reliable transportation, valid driver's license, safe driving record and auto liability insurance

We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe diverse hiring is essential to the quality of our programs. The more inclusive we are, the closer we are to our vision of a strong, hopeful and supportive community.