



**SAMPLE JOB DESCRIPTION:
Program Supervisor (FSW or FAW)**

Recommended Duties and Responsibilities

- Direct supervision of Family Support Workers and/or Family Assessment Workers.
- Schedules and directs work of FSWs and/or FAWs.
- Assists in interviewing, hiring, evaluating, and with training of FSWs and/or FAWs
- Provides supervision, case management and monitoring of FSWs' and/or FAWs' performance.
- Maintains a work environment that provides maximum safety and health.
- Ensures that staff have needed materials.
- Conducts or arranges for family and child assessments conducted during home visiting.
- Conducts client record reviews and maintains required data collection systems.
- Provides documentation on services needed by and provided to each family.
- Performs other related duties as assigned.

Minimum Qualifications

- An advanced degree in a Health or Human Service field, or a bachelor's degree in a Health or Human Service field and five years experience in a home visiting program, with clinical supervisory experience preferred, OR
- Five years direct service in a Healthy Families Program as an FSW or FAW, a documented history of progressive professional development, and an Associate's degree in a related field.
- Solid understanding of and experience in supervising and motivating staff, as well as providing support to staff in stressful work environments.
- Knowledge of infant and child development, parent-child attachment, maternal-infant health and the dynamics of child abuse and neglect.
- Knowledge and experience in strength-based and family-centered provision of primary prevention services, and/or direct experience as a home visitor.
- Respect for and sensitivity to the needs and rights of others, including those with differing cultural, racial, sexual, or ethnic identities.

- Ability to establish trusting relationships and work effectively with mothers, fathers, and extended family.
- Belief that children need to be nurtured.