



Employment Opportunity

Location of Job:	Bronx
Employer:	Catholic Guardian Services
Program Name:	Healthy Families Parkchester
Job Title:	Program Supervisor/ Bilingual in Spanish and English
Description of Duties:	<p>Healthy Families Parkchester is a voluntary home visiting program that takes pride in serving the Bronx Community. We serve expecting families and those with young children. Our staff is dedicated, motivated, and provides family centered services. Our goal is to empower our participants by providing the necessary tools and information that can contribute to helping them achieve their goals.</p> <p>If you like to work with pregnant moms and their family in a manner that is consistent with strength-based practices, then we are hoping that you will apply.</p> <p>If you are committed to providing supervision and lead a team of family support specialists/family resource specialists and your style embodies support, fun, leading by example, non-judgmental practice, reflective skills, and contributing to the program's success, then we welcome you to apply.</p> <p>We are looking for a supervisor who is innovative, a team player, independent when needed, flexible, and someone who embodies positivity in the work place.</p> <p>Recommended Duties and Responsibilities</p> <ul style="list-style-type: none"> • Provides direct weekly supervision of Family Support Specialists and/or Family Resource Specialists. • Schedules and directs work of FSSs and/or FRSs. • Assists in interviewing, hiring, evaluating, and with training of FSSs and/or FRSs • Conduct family assessments /parent surveys when needed. • Provides supervision, case management and monitoring of FSSs' and/or FRSs' performance. • Maintains a work environment that provides maximum safety and health. • Ensures that staff has needed materials. • Conducts or arranges for family and child assessments conducted during home visiting.

	<ul style="list-style-type: none"> • Conducts participant record reviews and maintains required data collection systems up to date. • Provides documentation on services needed by and provided to each family. • Responsible for making home visits when workers are out on leave/ on vacation, or there is a vacancy in order to ensure that families are being served. • Responsible for conducting home visits with family support specialists and family resource specialists in order to conduct quality assurance. • Assumes a major role in quality assurance and works together with the program director and other program supervisor in order to make informed decisions that will benefit the program. • Is open to suggestions and feedback given in order to enhance work performance. • The ideal candidate will positively represent the program during presentations, advisory board meetings, and community meetings with other agencies. • Performs other related duties as assigned. • May be required to carry a small caseload of families. • State travel is required for training and program related meetings.
Hours:	<p>9:00 am – 5:00 pm Flexibility for evening hours is required for training/participant schedules, and program events. State travel may be required for training and state meetings with overnight stay.</p>
Salary:	<p>Commensurate with experience and education</p>
Minimum Requirements:	<p>Master’s degree in Social work, early childhood education, or human services preferred with 3 years of experience working with families and young children or BA degree but enrolled in an accredited school for any of the listed master’s program.</p> <p>Solid understanding of and experience in supervising and motivating staff or program Interns, as well as providing support to staff in rewarding and sometimes challenging situations.</p> <ul style="list-style-type: none"> • 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. • Knowledge of maternal-infant health or dynamics of child abuse and neglect • Experience in providing services to culturally diverse communities/families. • Experience in home visiting with a strong background in prevention services to the 0-3 age population • Respect for and sensitive 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.

Preferred Requirements:	Master's degree in Social work, Early Childhood education, human services or related degree or BA degree but enrolled in an accredited school for any of the listed master's program.
Contact Information:	Please email resume and cover letter to Soraya Lithgow, Program Director at slithgow@catholicguardian.org
Deadline for Resumes:	Open until filled