



FIRST SUPERVISOR

DEFINITION: Under general direction, the FIRST Supervisor plans, organizes, and directs the work and the staff of the FIRST program, using the nationally-recognized Wraparound team-based planning process, to provide coordinated, holistic, family-driven care to meet the complex needs of children/youth and their families which are either currently involved, or at risk of involvement in public service systems such as juvenile justice, child welfare, mental health, substance use disorders or CalWORKs.

ESSENTIAL JOB DUTIES:

The FIRST Supervisor provides regular and at times intensive, direct supervision and support of staff and services in the FIRST program during regular weekday hours and after regular work hours, as needed, in response to families in crisis; regular services and crisis responses will be provided in homes of clients, in their communities, and sometimes in the office; will, at times, facilitate family team meetings, and/or otherwise be involved in some direct service provision; facilitate involvement of professionals from other agencies or schools; will maintain records and input data on a computer; attend meetings, compose correspondence; complete reports, monitor service outcomes; evaluates the performance of personnel and takes/recommends appropriate courses of action; assess staff training needs and coordinate within the Department; may present program information to individuals or community groups and other related duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience for FIRST Supervisor:

Bachelor's degree in social/human services, behavioral science or related field, PLUS EITHER: two (2) years of full-time experience performing duties comparable to a public sector child welfare Social Worker III or IV, including regular family engagement, family assessments and case planning; OR one year of full-time supervision experience over a publicly funded Wraparound/Social Services/ Juvenile Probation pre-dominantly family-based program.

-OR-

At least thirty (30) college semester units, including fifteen (15) units in social/human services or behavioral sciences, PLUS four (4) years of full-time experience performing duties comparable to a public sector Social Worker III or IV including regular family assessments and case planning; AND one year of full-time supervision experience over a Child Welfare or Juvenile Probation program.

Knowledge of: Nationally-recognized Wraparound principles and an understanding of what is meant by “fidelity to the model”; Functions of county public service systems, specifically including Juvenile Probation, Child Welfare, Mental Health, Substance Use Disorders, CalWORKs; Laws, rules and regulations governing the operations of most of the above public service systems; Effective strategies, methods and local resources in the provision of intensive support and intervention to overburdened families and their children/youth, including underlying issues related to delinquency, child abuse/neglect, unemployment, emotional/mental health issues, addictions; Family systems and demonstrated history of effective engagement of whole families; Normal child development/stages from birth to transitional aged youth; Underlying causes of, and interaction among issues of, chronic unemployment, juvenile delinquency, child abuse/neglect, behavioral health issues, adult criminal behavior; Brain development research and implications about enriching the health, social supports and parenting strengths for children from birth to age 5 and beyond; Computer terminology, keyboarding, effective use of Word, the Internet and e-mail; Casework concepts, techniques of motivational interviewing, and record keeping in casework; Techniques of supervision, training, and casework consultation; Resources available in the local community for referral or utilization of supports for families in variety of issues.

Ability to: Assess child/youth behavioral symptoms along with associated complex family dynamics, and adopt an effective course of action, with appropriate significance given to: prioritization of family needs and issues; rapid identification of matters needing urgent, immediate, or non-immediate attention; and the most effective intervention and personnel required for such interventions; Engage defensive and otherwise challenging parents; Engage defensive, angry, defiant adolescents and children; Exercise sound independent judgment when organizing, directing, and prioritizing activities for the program and staff; Classify case problems and evaluate the effectiveness of effort in solving problems; Anticipate many crises in identified families, and plan pre-emptive interventions that serve to teach families skills to avert crises, as well as minimize the need for staff’s after-hours crisis involvement with their families; Apply effective interpersonal skills; Develop and maintain effective working relationships with agency staff, clients, and outside organizations; Present oral and written reports clearly and concisely; Maintain confidentiality in accordance with legal standards and/or county regulations; Exercise sound judgment when organizing, directing and prioritizing work unit activities; Select, train, supervise, evaluate, and discipline subordinate staff; Use computers and related software.

Typical Physical Requirements: While performing the essential functions of this job class, the employee is regularly required to: use hands and fingers to operate a vehicle and a variety of office equipment; possess flexibility and endurance to sit, stand, walk, bend, squat, climb, kneel, twist, and reach; talk and hear clearly and concisely to communicate with general public, clients, supervisors, and fellow employees on a

continuous basis; regularly lift and/or carry and/or move objects weighing up to 10 pounds, and occasionally lift and/or carry and/or move objects up to 50 lbs.

Typical Working Conditions: Assigned work is performed in an office, in client homes, and occasionally in the outdoor environment. The successful applicant will have continuous contact with clients, County staff, management, general public and outside organizations/agencies.

SPECIAL REQUIREMENTS: Must be able to travel, either alone or with clients, within Inyo County routinely in the course of work, and occasionally travel outside Inyo County in the course of work; will be required to work flexible hours including evenings and weekends on some occasions, to honor the mission of being most responsive to identified families whenever their needs arise; must possess a valid California driver's license; must successfully complete pre-employment background investigation and physical examination. Consistent attendance is an essential function of the position. Will participate in an on-call rotation for after-hours responses.