



POSITION DESCRIPTION

TITLE: HEALTHY MINDS SUPERVISOR

FLSA STATUS: EXEMPT

REPORTS TO: DIRECTOR OF PROGRAMS

WC CODE: 8864

POSITION SUMMARY

The Manager of the Healthy Minds program shares in Success 4 Kids & Families, Inc. (S4KF) responsibility for adherence to all organizational policies and procedures, as well as compliance with all applicable program, federal, state and local laws and regulations. They must represent S4KF in a highly professional manner, ensure the confidentiality of clients, and work effectively with a variety of populations including S4KF Staff, clients & their families, and representatives of funder & community program/service providers.

PRINCIPAL DUTIES AND PERFORMANCE STANDARDS

- Provide supervision, coaching and guidance of program staff.
- Under the direction of the Director of Programs establish measurable goals & objectives and identify best practices and effective strategies to meet funder performance expectations.
- Manage program budget in accordance with S4KF and funder accounting principles including monitoring of billing for approved services.
- Effectively collaborate with both internal and external (community based) resources including but not limited to; other S4KF programs & staff, school, stakeholders, etc.
- Monitor progress of families/clients receiving services to evaluate effectiveness and benefits to intended service populations.
- Responsible for assigning staff to clients.
- Maintain oversight of client charts to ensure that information is complete and up to date.
- Ensure adherence to standards set by the evidenced based therapeutic programs that are recognized by both S4KF and the funder including the On Track model.
- Train and develop program staff as needed to ensure targeted populations are being effectively served.
- Complete all required reports to funders.
- Oversee the recruitment, hiring and retention of well-qualified employees in support of client needs.
- Represent S4KF in the community including with other service providers and the funder.
- Ensure that both S4KF and funder data collection, reporting, and client tracking requirements are accurately maintained and reported timely.
- Participate in staff meetings, supervision, workshops and training as requested.
- Maintains all consumer related information in a confidential manner.
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Master's Degree in behavioral health or related field required, Licensed required (LMHC, LCSW or LMFT)
- Minimum of two years of supervisory experience in family social services provisioning and/or children's mental health.
- Qualified Supervisor preferred.
- 5 years direct client services working with children, youth, young adults, or families with complex mental health related diagnosis.
- Abide by all S4KF policies and standards of conduct.
- Effectively communicate with a variety of populations; peers, clients, parents of clients, service providers, perspective employers, etc.
- Demonstrate effective System of Care services
- Effective presentation, written and verbal communications skills

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- Ability to build and maintain the community's trust for S4KF as an effective, expert and compassionate provider of service.
 - Knowledge of confidentiality regulations, procedures and information exchange agreements to protect information from unauthorized disclosure.
 - Ability to render compassionate and equal care to all program participants regardless of gender, race, religion or sexual orientation.
 - Must be able to maintain effective and professional boundaries with staff, community partners, and program participants.

SERVICE EXCELLENCE STANDARDS

- Demonstrate a commitment to maintaining S4KF's high quality service standards.
- Promote excellence and continual improvement by participating in the organization's Performance and Quality Improvement Process.
- Work effectively with diverse populations, demonstrating an understanding of, and sensitivity to differences in cultural characteristics, socioeconomic status, and background experiences of the agency's service recipients.
- Deal professionally and proactively with Board members, co-workers, consultants, clients, providers, and the general public.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- The Healthy Minds program is primarily based in the field, interacting with clients in their home or other community settings, with time required in the office for meetings, supervision and other duties as directed.
- This position will require non-traditional hours including evenings and weekends.
- Able to see clients under conditions that may be considered uncomfortable or even hazardous, including but not limited to premises that are poorly maintained, untidy, dirty, cluttered, and/or lack ventilation/air conditioning.
- Able to safely perform activities that may include climbing stairs, navigating dimly lit areas, walking extended distances, getting in and out of the car regularly and driving long distances.
- Able to evaluate a situation, identify potential safety risks and take applicable actions to avoid injury or harm.
- May be exposed to clients who are hostile or may have poor hygiene, infections, and/or a communicable disease.
- S4KF is a smoke free environment including no smoking when in a client's home.

ADDITIONAL REQUIREMENT

- Able to pass a DCF Level II and local criminal background screen
- Able to pass a pre-employment drug screen
- Valid Florida driver's license
- Reliable and dependable transportation
- Required to obtain, maintain and provide proof of automobile insurance coverage reflecting the following coverage amounts:
 - ✓ \$25,000.00 Bodily Injury Per Person
 - ✓ \$50,000.00 Bodily Injury Per Occurrence
 - ✓ \$25,000.00 Property Damage