



JOB TITLE: Clinical Supervisor
DEPARTMENT: Home Visiting Network
REPORTS TO: Executive Director, Families Network of Western CT, Inc.

JOB SUMMARY: The Clinical Supervisor is responsible for the day-to-day formal and informal supervision of respective home visiting program staff (i.e. individual supervision, informal consultation, field supervision), volunteers and group facilitators.

ESSENTIAL RESPONSIBILITIES:

- A. Supervision of Program(s) Staff, home visitors, volunteers and group facilitators
1. Assist in recruitment and selection of staff
 2. Provide orientation and in-service training to all staff, volunteers and group facilitators
 3. Conduct record reviews for the purpose of continued quality improvement
 4. Supervise service delivery and case management of the respective home visiting program and service components.
 5. Monitor and evaluate staff & volunteer performance
 6. Act as lead facilitator for parenting groups
 7. Program planning, development, implementation and evaluation as related to Clinical services.
 8. Education and Recruitment of potential program participants.
 9. Arrange for participants' transportation, appropriate childcare and meals/refreshments as needed.
 10. Prepare monthly, quarterly and annual program reports.
 11. Inform parents of support and crisis counseling available through community resources.
 12. Work collaboratively with referral sources, medical and social service providers in the community.
 13. Maintain and foster liaison relationship with partnering organizations and other community providers.
 14. Assist Director with networking and public relations activities.
 15. Other duties as assigned
- B. Reports Weekly, Monthly and Quarterly to the Executive Director, Families Network of Western CT, Inc.
- C. Ensures compliance with Families Network standards and funding regulations.

SELECTION CRITERIA:

- Minimum Bachelor's Degree in Human Services or related field, Master's Degree preferred.
- Experience and skills in clinical supervision (min. 2 years former experience).
- Knowledge in maternal-infant health and child abuse and neglect, 0-5 population.
- Experience in providing services to culturally diverse communities/families and the ability to be culturally sensitive and appropriate.
- Ability to analyze, identify gaps and needs in services.
- Experience in developing policies and procedures.
- Ability to communicate clearly verbally and in writing.
- Car mobility.

COMPLIANCE RESPONSIBILITIES:

1. Conduct the agency business ethically and legally at all times with our patients & customers.
2. Demonstrate a commitment to compliance in regard to the details of all applicable federal, state and local guidelines by attending training sessions/meetings relating to compliance education and implementation at Families Network of Western CT, Inc.

If interested please send cover letter, resume and salary history to: info@fnwc.org

Job Type: Part-time; 20 hours per week
Salary: \$26.00 - \$30.00/hour