

THE CHILDREN'S HOME

Position: Residential Treatment Supervisor

Responsible To: Residential Services Director

Position Purpose: Create a therapeutic and professional environment for children and their families within the residential setting by providing supervision, training and therapeutic direction to an interdisciplinary team. Contribute to overall program development and leadership as well as budgetary planning and monitoring.

Status: Exempt

Qualifications:

1. Meets requirements for a Qualified Professional which are: Master degree in a human services or related field from an accredited college or university and a minimum of one year supervised clinical experience working with children and families; Bachelor degree in a human services field and two years experience with the current population; or a Bachelor degree in a non-human services field and four years experience with the current population.
2. Minimum of one year experience in residential group care at The Children's Home preferred.
3. Prior supervisory experience preferred.
4. Demonstrated ability to exercise discretion and independent judgment.
5. Working knowledge of child development and family systems theories, including the ability to recognize normal and abnormal behavior as well as develop related interventions.
6. Demonstrated ability to operate well in crisis situations; trained in and comfortable with the use of physical interventions.
7. Effective written and verbal communication skills (including computer use).
8. Has a valid North Carolina driver's license.
9. Physical adeptness to perform all job duties, including the use of physical restraints.
10. Agrees with and adheres to the General Principles and Qualifications, Section # 401, in the Personnel Policies of The Children's Home.

Job Responsibilities:

Technical Knowledge

1. Work in coordination with the Child and Family Therapists and the Clinical Case Managers to create a positive, growth-enhancing environment that allows for and promotes the development of healthy traits for clients and their families.
2. Develop a thorough understanding of systems and strength-based thinking and model behaviors that reflect that thinking across the program.
3. Exhibit knowledge and understanding of therapeutic group dynamics, emphasizing the Cornerstones Model (experiential, family-centered, individual, and systemic approaches) within the residential setting.
4. Assess and address clients' and families' spiritual, emotional, educational, recreational and physical needs at each stage of involvement.
5. Ensure that the clients' daily schedule is maintained and that consistent supervision is provided to all clients in care as staff monitor client activities, chores, schoolwork, spiritual, and health needs. Attend religious services scheduled while on duty.
6. Maintain consistent coverage for all residential positions (e.g., vacation, personal leave, training, emergencies). Interview and recommend candidates for hire as vacancies occur.
7. Demonstrate the ability to take supervisory direction, as well as work independently using sound judgment.
8. Provide support to teams by serving in an on-call capacity on a rotating basis.
9. Monitor a budgeting system for recreation, clothing, allowances, telephone, supplies, and other expenditures during each fiscal year. Prepare annual budget as requested.

10. Develop and implement a plan for Professional Development.

Supervision

11. Provide professional supervision through regularly scheduled team and individual meetings to ensure that each client receives appropriate care consistent with accepted standards of practice and the needs of the client.

12. Facilitate orientation and training for all supervisees, as well as assist each staff member in designing a plan for Professional Development.

13. Ensure through on-site cottage supervision that every client has their best interests met through a positive therapeutic environment.

14. Coordinate and implement a plan of supervision and evaluation for all supervisees following a system of progressive counseling leading to full-time employment, promotion, disciplinary action or termination.

Decision-making

15. Use sound judgment in developing and implementing decisions.

16. Show good judgment related to work performance and ethical behavior.

Communication

17. Demonstrate effective written and verbal communication skills.

Clinical

18. Assist in providing clinical services through family, individual, and group counseling and case management services. Attend team meetings, staffings, assessments, family meetings and school-related conferences.

19. Create & participate in providing opportunities for clients to work on their goals through therapeutic experiential activities.

Interpersonal Skills

20. Function as a member of a clinical team cooperating with others to obtain common programmatic goals.

21. Work closely and cooperatively with other agency staff, maintaining positive, problem-solving relationships.

22. Take opportunities to participate in program development through committee membership and other available opportunities.

Documentation

23. Maintain accurate and up-to-date files and records, providing clear documentation of services provided, interventions used and client progress.

24. Ensure that staff adheres to licensing and accreditation standards by appropriately completing the necessary paperwork.

25. Appropriately document all supervisory meetings, including minutes, corrective action, disciplinary action, performance appraisals, etc.

26. Ensure personnel file compliance by submitting all personnel file documentation to Human Resources in a timely manner.

27. Ensure the provision of culturally sensitive services.

Quality Improvement

28. Ensure compliance with all applicable standards of practice.

29. Ensure the provision of quality services through participation in The Children’s Home’s Continuous Quality Improvement (CQI) process.

30. Establish and monitor schedules for maintenance and housekeeping tasks (e.g., menu planning, food requisitions, daily record of meals, food and supplies inventory, laundry, garbage disposal, cleaning cottage and grounds, coordinating use and cleanliness of vehicles). Adhere to health standards and licensing regulations, under the direction of the home economics staff.

31. Actively promote the mission, values and purpose of The Children’s Home.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

Employee Signature

Date

Authorized by:

Supervisor Signature

Date

The Children’s Home
Residential Treatment Supervisor