Safe Families for Children of the Greater Madison Area (SFFC-GMA)

POSITION DESCRIPTION

FOR

SAFE FAMILIES CASE COACH SUPERVISOR

Position Assignment

Title: Safe Families Case Coach Supervisor
Recruited by: SFFC-GMA Advisory Council Search Committee
Approved by: LYDIA/Safe Families-Chicago (after SFFC-GMA Advisory Council recommendation)

Requirements: Master’s Degree in Social Work, Psychology, Human Services or comparable professional experience required; case management experience with at-risk families strongly preferred.

Attributes/Qualities: Case Coach Supervisor must be organized, detail-oriented, and exhibit sound judgment and discernment with children and families at risk. Must also be able to communicate effectively and work with staff, volunteers, and community partners. There must be a recognizable passion, calling and giftedness, as well as being willing and able to support the mission of LYDIA/Safe Families.

Time Demands: Part-time (.5FTE)
Salary Range: $14K-$16K

Application deadline: March 30, 2012
Application requirements: All applicants should submit a cover letter, resume and half-page response describing their spiritual journey. Send application to Kim Breukink at kim.breukink@yahoo.com

Working Relationships:
Reports to: SFFC-GMA Program Coordinator
Part of the Administrative Team of staff & volunteers: Works closely with SFFC Program Coordinator, the SFFC-GMA Advisory Council, other WI SFFC programs, church leaders and community service providers to enhance the effectiveness of the Safe Families ministry.

Basic Functions:
The Case Coach Supervisor will be responsible for the implementation of the case management duties of children and families served by the Safe Families ministry in the greater Madison area.
**Basic Responsibilities:**

1. Assist in promoting community relations and program publicity: to include outreach to local area churches and interfacing with community service providers;
2. Primary responsibility in the recruitment, interviewing, screening, training, and supervision of support Safe Family volunteers (esp. Case Coaches, Family Coaches, etc.);
3. Assist in the recruitment, interviewing, screening, training, and supervision of Host Safe Families;
4. Assist with the referral and intake process from church and community service providers;
5. Primary responsibility in assessing the needs of at-risk families and working towards the stabilization and reunification of children with their biological family;
6. Assist in the Safe Family selection, transportation and placement of children into Host Safe Family homes and other supportive services with Safe Family volunteers;
7. Ensure the initial and ongoing needs of the children and families requesting services are achieved in accordance to the Safe Families’ policies and procedures;
8. Assist in the on-going training for all Safe Family staff and volunteers under the direction of the Program Coordinator;
9. Establish and maintain an effective relationship with church representatives and community agencies;
10. Assist in the connection of Safe Family volunteers and local church and community via Safe Family social networking (Facebook) and sharing of goods & services (YouShare site);
11. Monitor the Safe Family home and relationships during the child placement by scheduling home visits with Host Safe Families & children in placement, and arranging family visits between custodial parent(s) and children; along with any post-placement debriefings as indicated;
12. Ability to transport children and be on-call 24/7 until additional staff/volunteer positions are established.
13. Involvement in program growth and development by: helping to expand the referral base for at-risk families, helping to increase the number of Safe Family volunteers willing to serve those in need;
14. Assist in the connection of Safe Family volunteers and local church and community via Safe Family social networking and sharing of goods & services (YouShare site);
15. To perform such other duties as assigned.

*I have read, understand, and agree with the position description for the Safe Families Case Coach Supervisor.*

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Employee Signature  Date of Appointment

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Witness Signature  Date