

POSITION TITLE: Weekend Supervisor

SALARY LEVEL:

FLSA STATUS: Exempt

REPORTS TO: Program Director

HOURS: 40+ hours per week, Wednesday through Sunday. Some evenings required.

SUMMARY

The Weekend Supervisor will provide direct supervision to ensure smooth operation of the Nursery during weekend hours. This position performs most duties of a Family Support Specialist.

PRINCIPAL ACCOUNTABILITIES

1. Provide direct supervision to all staff working on-sight during weekend hours.
2. Participate as an Agency Field Instructor in supervision of Bachelor and Master's level Interns.
3. Coordinate with the Program Director in the supervision and training of all Program staff.
4. Oversee weekend operations, including staff supervision, community liaison, support in staffing and scheduling issues, and weekend on-call responsibilities.
5. Be available for on-call responsibilities when Program Director or Executive Director are unavailable.
6. Coordinate and oversee on-going Family Staffing's to ensure quality case management and appropriate service referrals for children and families utilizing VBCN services.
7. Other duties appropriate to supervision of Nursery staff and operation as assigned by supervisor.
8. As the first point of contact for families seeking Nursery services the Intake Family Support Specialist will be responsible for scheduling and conducting all intakes and discharges.
9. Responsible for the positive transitioning of children into the Nursery environment.
10. Responsible for presenting all appropriate community resources necessary for families to begin to create and maintain a safe, nurturing environment for their children.
11. Provide crisis counseling.
12. Responsible for establishing trusting, respectful relationships with all families seeking Nursery services.
13. Responsible for maintaining complete and accurate family files.
14. Responsible for data entry in the population count and evaluation process as needed.
15. Maintain open and timely lines of communication with Lead Houseparent, other Family Support Specialists and Program Director.
16. Able to use knowledge of child development and family systems in order to assess possible risk of neglect and abuse.
17. Understands how to efficiently and effectively utilize Child Protective Services for the protection of children while maintaining a positive relationship with families.
18. When appropriate, attends staffings at other social service agencies.
19. Other duties appropriate to supporting families and protecting children as assigned by supervisor.
20. Maintain broad range of contacts within the child abuse and neglect prevention community to facilitate and participate in inter-agency collaborations.

21. Maintain a strong relationship with Child Protective Services and participate in Child Protection Team's.
22. Along with other Administrative Program staff, design and implement Parent Support Programs.
23. Assure proper maintenance of family records by reading files for quality documentation, signatures and providing any further case management.
24. Represent VBCN in speaking engagements as necessary.
25. Other duties appropriate to supporting VBCN structure and families as assigned by supervisor.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 25 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

WORKING CONDITIONS:

Work is generally performed in an office environment with a quiet to moderate noise level with occasional time being spent directly with childcare staff and children increasing noise level to moderate to high levels. Occasional travel is required.

MINIMUM REQUIREMENTS

- Bachelor's degree required with a strong preference for Master's degree in a social service or related field.
- Must possess strong supervisory skills and a thorough understanding of Washington State's child welfare/protection system, and Spokane community resources.