

## **JOB DESCRIPTION**

**Job Title:** House Supervisor/Families in Transition (FIT) Coordinator  
**Classification:** Salaried, Full-time, Exempt  
**Department:** Youth and Family Services  
**Reports to:** Site Director

**Job Summary:** The House Supervisor/FIT Coordinator is under the direction of the Site Director and supervises direct care staff of one home and administers the FIT program. The House Supervisor performs consultation, training, evaluation and administrative functions of the agency. Due to the supervisory nature of the position, the House Supervisor position is a salaried, exempt position. Therefore, the responsibilities of the job may require more than 40 hours of work in a week.

### **House Supervisor/FIT Coordinator Duties and Responsibilities:**

1. Maintains accurate case records
2. Provides direct consultation services and regular feedback to direct care staff helping them to develop their skills
3. Insures intake, treatment planning and discharge documentation occurs as stipulated in contract and according to licensing standards in client files
4. Regularly reaches out to referral sources to secure appropriate clients for the FIT program.
5. Provides continual case management for and overall coordination of FIT, based on the policies and procedures of the program.
6. Plans, assigns and directs work of direct care staff; appraising performance, rewarding and disciplining, addressing complaints and resolving problems, encouraging personal and professional growth
7. Provides for the emotional, physical, spiritual, and social needs of the clients we serve and assists with crisis management
8. Conducts monthly youth safety questionnaires
9. Conducts bi-weekly home budget checks, medication logs, USDA logs, and ensures the home van paperwork is up to date if applicable, etc.
10. Provides feedback to direct care staff regarding the cleanliness of the home, utilization of current child care model, and job performance
11. Conducts quarterly comprehensive in-home observations with assigned homes
12. Provide supervision to AmeriCorps students.
13. Assist in preparation for external/internal reviews of the programs by local, state, and outside agencies
14. Provide welcome kits for direct home new youth.

15. Assist in miscellaneous campus activities such as movie night, skate party, etc.

**Other Duties:**

1. Is on-call twenty-four hours a day, five days a week and rotates call one week-end every 4<sup>th</sup> month.
2. Assists Leadership Team with interviews related to direct care staff positions
3. Prepares monthly direct care staff schedules, ensuring full coverage and contract compliance at all times.
4. Cooperates with other departments to meet program and youth needs, (i.e. Recreation, Admission, etc.), to ensure TBRI activities are included in the program.
5. Arranges and conducts annual certification trainings for all employees in CPR.
6. Attends and participates in staff development opportunities
7. Conducts monthly house inspections for cleanliness of QRTP home and weekly inspections of occupied FIT homes.
8. Participates in CQI activities
9. Conducts quarterly home inventories to ensure the condition of home and items in the home.
10. Assists with maintaining the Echo software database and being mainly responsible for creating new forms.
11. Ensure staff receives appropriate and timely training in relevant areas
12. Other duties as assigned

**Essential job functions:** *House Supervisor Duties 1-7, and Other duties 1 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

**Professional Skills and Personal Characteristics:**

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions

6. Be professional and enthusiastic at all times; have a professional appearance.
7. Highly organized with an attention to detail
8. Exhibits responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Communicates effectively verbally and in writing

**Minimum Qualifications:**

1. Follows all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
2. Adheres to all Agency policies and procedures
3. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices
4. Successfully passes initial and random drug screenings
5. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary.
6. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
7. Day, night and weekend work as required
8. Ability to supervise and train
9. Successfully passes initial background screening: must be free from convictions outlined in A.C.A §9-28-409 (e) (A-CC) and be free from substantiated finding of abuse or neglect of children or the elderly.

**Preferred Qualifications:**

1. Experience (greater than 4 years) in the residential childcare/foster care field
2. A baccalaureate degree preferred; high school diploma and some college acceptable
3. Experience in the not-for-profit sector

**Other:**

1. This position will have a ninety day probation period.
2. This position description will be reviewed annually as part of an annual performance evaluation.
3. Regular and consistent attendance is a condition of continuing employment.

The specific duties associated with my position may be modified to meet the changing needs of the Agency. My supervisor will notify me if there are changes in the tasks associated with my position.

## PERFORMANCE STANDARDS

### House Supervisor/FIT Coordinator Standards:

1. Maintains 100% accuracy with case records as evident by contract and random audits
2. Ensures that all client documentation meets deadlines per contract and licensing standards
3. Ensures FIT clients are successfully meeting their goals and working their plan
4. Conducts consultation each week with direct care staff
5. Conducts monthly staff practice questionnaires of youth privately, ensuring their safety
6. Conducts quarterly long in-home observations of group home under his/her supervision
7. Provides feedback each week to direct care staff regarding the cleanliness of the home, teaching procedures and job performance
8. Develops and organizes training that meets all requirements 90% of the time
9. Provides ongoing training opportunities with all staff
10. Coordinates with other program staff to ensure TBRI activities are being implemented.

### Other Standards:

1. Must attend and participate in 90% of staff development opportunities.

*Vera Lloyd Presbyterian Family Services, Inc.  
is an equal opportunity employer and provider.*

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House Supervisor

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Date