

Position Title:	Healthy Families Nebraska Panhandle Supervisor			
Working Title:	Same			
Agency Unit:	Healthy Families Nebraska Panhandle Home Visitation	Reports to: HF-NP Supervisor		
Employment Status:	Full Time	Pay Grade:	\$19- \$22 hourly Bachelor \$22 - \$27 hourly Masters	FLSA Status: Non exempt

Position Summary: The HF-NP Supervisor provides ongoing supervision of home visitation staff, data base management, report generation, statistical analysis, quality improvement planning and execution, community relations, marketing and new business generation. The position also provides program planning, budgeting, staffing, training, evaluation and office management in collaboration with the Program Manager. Additional duties include ongoing collaboration with community/state partners and public relations.

Minimum Qualifications:

- Master's degree in human services or fields related to working with children and families, or bachelor's degree in these fields with 3 years of relevant experience;
- A solid understanding of or experience in supervising and motivating staff, as well as providing support to staff in stressful work environments;
- Knowledge of infant and child development and parent-child attachment
- Experience with family services which embrace the concepts of family-centered and strength-based service provision
- Knowledge of maternal-infant health and dynamics of child abuse and neglect
- Experience in providing services to culturally diverse communities/families
- Experience in home visiting with a strong background in prevention services to the 0-3 age population
- Experience with reflective practice preferred

Essential Duties:

1. Provides and documents ongoing weekly, intensive, reflective supervision to the Parent Coaches guided by healthy Families Critical Elements
2. Develop HFA Family Service Plans based on initial assessments
3. Assure quality of service provision
4. Protect the integrity and respect of the families served
5. Assists in selection of staff
6. Provide orientation and in-service training
7. Conducts record reviews and assists in or maintains the data collection system
8. Implements quality improvement processes
9. Directs case management
10. Monitor the performance of Parent Coaches/Intake Specialists
11. Maintains knowledge and expertise in providing home-based services
12. Act as a liaison with other agencies
13. In partnership with Program Manager and PPHD Director, develop and maintain effective working relationships with funders, the public, businesses, civic, professional, governmental and volunteer agencies working towards common goals
14. Work collaboratively with Program Manager to plan and conduct weekly staff meetings
15. Maintain accreditation as a Healthy Families program which includes working collaboratively with program manager in developing policies and procedures, and continuous quality improvement for the home visitation program.

16. Attend and/or participate in conferences, workshops, and other training related to job functions
17. Contributes to the work environment within PPHD with an emphasis on professional growth, teamwork and productivity

Knowledge, Skills and Abilities:

This position will require the following knowledge, skills, and abilities:

- Sense of acceptance and fairness
- Adaptive and flexible problem-solving
- Strength-based approach
- Experience with Reflective practice
- Empowering and nurturing
- Knowledgeable in providing home-based services and assessment
- Knowledge of maternal-infant health, parent-child attachment, and concepts of child abuse and neglect
- Experience in managing/motivating staff as well as providing support in stressful working environments
- Clinical experience in working with multi-problem families
- Experience in working with culturally diverse communities/families and the ability to understand cultural humility
- The core functions and essential services of public health
- Communicate effectively and work collaboratively with individuals and groups from a wide variety of backgrounds, interests and experiences
- Excellent written and oral communication skills
- Advanced computer skills; demonstrates ability to use and create new databases and spreadsheets, data queries and reports, presentation and publisher software, and internet searches

Other

- Participates in PPHD and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job functions.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties assigned consistent with job classification.
- Adheres to all HIPAA and PPHD confidentiality and privacy policies and practices.
- Valid Nebraska driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Ability to work occasional evenings and/or weekends as needed.

Behavior Expectation:

Treats others with courtesy and respect in all interactions and abides by PPHD's Guiding Principles.

Work Environment:

General office setting in the PPHD office sites, as well as community sites. Equipment used to perform functions is computer, fax, copier, personal or PPHD vehicle, and public health equipment and supplies. Must be able to work in a smoke-free drug free worksite.

