



CARE

2310 First St. | Suite 2
Tillamook, Oregon 97141
Office: 503-842-5261 Fax: 855-631-4261
www.careinc.org

Job Description

Job Title: Healthy Families Program Supervisor

Reports to: Program Director

Work Location: CARE, Inc., Healthy Families
2310 First Street, Suite 2, Tillamook, Oregon 97141
(503) 842-5261

Salary Range: \$48,000- \$58,000 based on experience

Application process: Interested applicants should submit the following to slorette@careinc.org with the subject line LAST NAME- Program Supervisor:

- **one-page resume** of relevant experience
- **one-page cover letter** outlining their interest in working at CARE
- **3 professional references**

CARE's mission: Foster changes that create healthier, more resilient communities throughout Tillamook County, and empower people as they work to meet their immediate, basic needs.

CARE Social Services provides programs in housing, homeless services, emergency services, and Healthy Families Oregon of Tillamook County. CARE also acts as a local expert coordinating with developers for community and affordable housing development.

Tillamook is a rural community on the northern coast of Oregon. Tillamook has a long history of a hard-working community in the dairy, timber, and fishing industries. Tillamook is rapidly becoming a destination for tourism with its many beaches, recreational waterways and rivers, hiking trails, rich history, and natural beauty.

General Information:

The Program Supervisor provides supervision to Healthy Families Home Visitors (HV's) who conduct home visits in accordance with the infant mental health model. According to Healthy Families America standards, the Program Supervisor provides reflective, clinical, and administrative supervision 2 hours weekly to each full-time HV and is available for other support as needed. This position will also be responsible for conducting outreach throughout Tillamook County and to screen potential families for eligibility for services.

Job Responsibilities:

1. Supervises HV's and other assigned staff. Provides reflective, administrative, and clinical supervision once a week for 1.5-2 hours to all HV's. Duties include keeping supervision notes reflecting the topics discussed such as family progress, concerns, home visit completion rates, and family retention.

2. Reads and signs all home visit records and level changes in files. Conducts ongoing quality assurance including, review of family files, telephone calls, satisfaction surveys, and shadowing of visits and assessments.
3. Ensures all client assessments, records and necessary reports are completed according to schedule. Approves assignments of families to HVs.
4. Reviews Family Goal Plans with HV's. Approves the level of service each client is to receive and helps determine the focus of service through the preparation of a Service Plan. Tracks referrals and follow-ups.
5. Develops and documents training for HV's and other assigned staff.
6. Plans, schedules, and participates in client group activities.
7. Provides leadership in collaboration with community agencies and groups to ensure coordinated service delivery to client families.
8. Maintains ongoing communication and exchange of information, ideas, and support to Program Manager.
9. Screen families to determine eligibility for enrollment and maintain screening documentation
10. Performs related duties as required.

Qualifications:

Knowledge of: Infant/child development, infant mental health, parent-child interaction and attachment, crisis intervention, family systems, community resources, prevention strategies, family centered and strengths-based service provision, child abuse/neglect dynamics and reporting statutes, advocacy, and personnel issues. Must have reliable and dependable transportation.

Ability to: Supervise staff with humility and as well as support staff in stressful work environments, communicate verbally and in writing, organize time, oversee administrative details, support culturally diverse populations, work as part of an inter-disciplinary team, and possess a willingness to engage in building reflective practice.

Experience and training: Experience in home visitation with a strong background in prevention services to the 0-3 age population. Master's degree in human services or fields related to working with children and families, or bachelor's degree with 3 years relevant experience is required.

CARE is an organization which recognizes diversity. Acceptance and participation in CARE's programs is the same for everyone regardless of race, religion, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or gender identity. CARE is an equal opportunity employer.

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