



Healthy Families Program Supervisor

Relief Nursery, Inc
Job Description

Position: Healthy Families Program Supervisor

FTE: 1.0

Reports to: Program Director - Early Childhood Programs

Salary: \$17.65 – \$22.30 per hour

About Healthy Families:

Healthy Families is a free, voluntary family support and parent education home visiting program for families who qualify. Healthy Families focuses on strengthening the parent-child relationship to assure healthy child growth and development. Home visitors support parents in cultivating and strengthening a nurturing, positive relationship with their baby at each visit. Parents receive information on topics such as child development, infant care and keeping their baby healthy. Relief Nursery wraparound support services such as family literacy events, parenting education classes, child and family mental health counseling, substance abuse recovery support groups, a clothing closet and food pantry are available to participants.

Requirements:

1. Master's degree in human services or field related to working with children and families, or Bachelor's degree and three years relevant experience.
2. A solid understanding of and/or experience in supervising and motivating staff, as well as providing support to staff in stressful work environments.
3. Knowledge of infant and child development and parent-child attachment.
4. Experience with family services that embrace the concepts of family centered and strength-based service provision.
5. Knowledge of maternal-infant health and dynamics of child abuse and neglect.
6. Experience in providing services to culturally diverse communities/families.
7. Experience in home visitation with a strong background in prevention service to the 0-3 age population.
8. Infant mental health endorsement preferred.
9. Experience with reflective practice preferred.
10. Bilingual in English and Spanish preferred.
11. Able to pass required background checks and drug test.
12. Current valid driver's license with acceptable driving record/insurance coverage.

Knowledge, Skills and Abilities:

1. Ability to write clearly, concisely, and to communicate effectively both orally and in writing.
2. Open to reflective practice (have the capacity for introspection, awareness of self in relation to others, value learning and professional development).



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3. Leadership and team building skills.
4. Positive attitude toward work, initiative, personal balance, ability to adapt and work effectively under pressure, and a sense of humor.
5. Ability to relate tactfully, confidently, sensitively and non-judgmentally with staff and parents of young children.
6. Able to problem solve effectively and develop creative approaches.
7. Work independently and as a team member, collaborating effectively with other Relief Nursery staff and programs as well as Lane County Maternal Child Health Team and Healthy Families team at Parenting Now!
8. Knowledge of other social service agencies.
9. Computer literacy.
10. Ability to develop and implement written policies and procedures and ensure appropriate case planning, case management, file management, report writing, and data collection processes.

Duties:

1. Supervise Home Visitors in the implementation of home visits, case management, strength based approaches, referral to related community resources, interventions and goal planning for parents.
2. Monitor written documentation, home visits, integration of results of tools used (Parent Survey, ASQ, etc.), integration of quality assurance results, guidance on use of approved curriculum.
3. Follow Healthy Families America, Healthy Families Oregon, Healthy Families Lane County guidelines, procedures, and protocols.
4. Recruit, hire, orient and train employees; handle personnel issues, and monitor progress on Professional Development Plan; evaluate and ensure timely fulfillment of staff training needs; completion of annual performance reviews.
5. Assist staff with emergent, difficult/crisis situations.
6. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
7. Participate in reflective supervision with Program Director no less than 1/month and more often as needed.
8. Participate in assigned meetings and other activities including family events, classes and services in the daytime and on occasional evenings.
9. Perform other relevant duties as assigned.

Relief Nursery offers a generous benefit package:

1. Paid Medical Insurance.
2. Dental Insurance offered at low cost.



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3. 5 weeks paid vacation time.
4. 2 days personal days per year (add 1 personal day for every 5 years worked).
5. Paid sick leave for full and part-time employees.
6. 403(b) retirement plan with up to a 2% match per year when eligible.
7. Paid Holidays
8. Mileage Reimbursement
9. Paid lunchtime (1/2 hour)

RELIEF NURSERY IS AN EQUAL OPPORTUNITY EMPLOYER

To Apply:

Please submit a cover letter and resume to Dani Smith, Director of Administration & Human Resources, danism@reliefnursery.org

Position Open Until Filled.