



POSITION ANNOUNCEMENT

DEPARTMENT: Child Care
POSITION: Supervisor, Healthy Families Illinois Program
REPORTS TO: Director of Child Care

OPEN DATE: Immediately

BASIC FUNCTION:

Reporting to the Director of Child Care, the basic function of the Supervisor is to oversee day to day operations of the Healthy Families Illinois (HFI) program and ensure that home-based services to eligible families are being administered according to the national standards established by Healthy Families America.

POSITION RESPONSIBILITIES:

- Direct supervision of the Family Support Specialists
- Conduct client record reviews
- Monitor and maintain required data collection systems
- Provide guidance to staff including crisis intervention on high risk cases
- Meet with Family Support Specialists monthly for reflective supervision
- Coordinate and facilitate monthly HFI staff meetings
- Coordinate and facilitate recruitment of eligible families and maintain 85% of agency caseload capacity
- Complete yearly performance evaluations for staff
- Meet monthly with Director of Child Care for supervision and support, updating Director on staff/program issues/concerns and providing recommendations for program improvement
- Participate in the budgeting process, planning and implementation
- Help develop program goals and participate in program strategic planning
- Assure all staff adhere to the agency's confidentiality policy
- Participate in monthly all staff meetings and department meetings and retreats
- Attend all program mandated trainings and meetings
- Other duties as assigned

POSITION REQUIREMENTS:

- Master's Degree in human services, social work or early childhood education/development preferred, or Bachelor's Degree in a related field with three years relevant experience
- Two years experience supervising family service staff
- Knowledge of child development and parent-child attachment
- Knowledge of maternal-infant health and dynamics of child abuse and neglect
- Willingness to embrace the concepts of family-centered and strength based service provision
- Experience in providing services to culturally diverse children and families
- Experience in home visiting with a strong background in prevention services to the 0-3 population
- Experience with reflective supervision preferred
- Ability to respond quickly and calmly in an emergency situation
- Bilingual English/Spanish preferred
- Upon offer of employment, must complete all forms related to hiring, including Erie's application for employment, DCFS forms, criminal background check, child abuse and neglect background check, and fingerprinting
- Must provide three letters of recommendation

Compensation Range: Commensurate with experience, plus excellent benefit package!

Please forward resume, cover letter, and list of three professional references by Friday, August 2, 2019 to:

Ann Grecek
Director of Child Care
Erie Neighborhood House
1701 W. Superior St.
Chicago, IL 60642 **send via**
Email: agrecek@eriehouse.org

NO TELEPHONE CALLS PLEASE!
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ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION
RECOGNIZED BY THE DEPARTMENT OF JUSTICE
UNITED WAY MEMBER