



St. Lawrence County Health Initiative, Inc.

Job Description

JOB TITLE: Healthy Families of St. Lawrence County (HFSLC) - Program Supervisor

REPORTS TO: Program Manager

POSITION TYPE: Full-time (40 hours per week), Non Exempt

JOB SUMMARY: The Healthy Families NY (HFNY) program is an evidenced based parenting education program that is provided in the families homes. The Healthy Families New York home visiting program matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping families' access community resources and services, educating families on parenting and child development, connecting families with medical providers, and assessing children for developmental delays.

WORK ENVIRONMENT: The Healthy Families of St. Lawrence County (HFSLC) Program Supervisor will work primarily in the field traveling to a family homes to provide education and supervise Family Support Workers.

ESSENTIAL JOB FUNCTIONS (Other duties may be assigned):

1. Agency

- a. Participate in St. Lawrence County Health Initiative, Inc. (SLHI) activities and meetings as required.
- b. Understand all SLHI programs and look for ways they may be able to interact with Healthy Families.
- c. Cross train for other agency positions as appropriate and if needed.
- d. Participate in other projects within the Health Initiative to support the organization's mission, growth and recognition in the community. This includes but is not limited to:
 - i. North Country Jr. Iron Chef (prior to, during and after event)

2. Sustainability Activities

- a. Work with the HFSLC Family Support Worker, Program Manager, the Executive Director and other agency staff to communicate regularly with the press, elected officials and the community.
- b. Participate in planning and hosting the Health Initiative's annual recognition event.
- c. Contribute to the agency newsletter on a regular basis.
- d. Provide regular contributions of pertinent items for the agency's Facebook page and other social media outlets.

3. Program and Evaluation

- a. Serve as Child Development Specialist to review the child's development assessment tool, and to offer training for program staff.
- b. Direct supervision of Family Support Workers and/or Family Assessment Workers.
- c. Schedules and directs work of FSWs and/or FAWs.
- d. Assists in interviewing, hiring, evaluating, and with training of FSWs and/or FAWs
- e. Provides supervision, case management and monitoring of FSWs' and/or FAWs' performance.
- f. Maintains a work environment that provides maximum safety and health.
- g. Ensures that staff have needed materials.



St. Lawrence County Health Initiative, Inc.

Job Description

- h. Conducts or arranges for family and child assessments conducted during home visiting.
- i. Conducts client record reviews and maintains required data collection systems.
- j. Provides documentation on services needed by and provided to each family.
- k. Performs other related duties as assigned.

4. Administrative

- a. Maintain accurate records of program activities including meeting minutes and staff activity records.
- b. Understand and comply with agency personnel and fiscal policies and procedures.
- c. Complete all required project reporting in a timely fashion, including submitting any state required data and providing data for internal reports.

5. Technology

- a. Be familiar with Microsoft Outlook, Excel, Word and PowerPoint.
- b. Maintain and update project web pages and social media.
- c. Be familiar with or comfortable with learning online data reporting systems.

6. Other Duties

- a. Continue education via webinars, conference calls, online courses and workshops, seminars or trainings. This may require travel and days or evenings away from home.
- b. Other duties within the Health Initiative to support the organization's mission, growth and recognition in the community.

REQUIRED SKILLS

- Knowledge of infant and child development, parent-child attachment, maternal-infant health and the dynamics of child abuse and neglect.
- Knowledge and experience in strength-based and family-centered provision of primary prevention services, and/or direct experience as a home visitor.
- Respect for and sensitivity to the needs and rights of others, including those with differing cultural, racial, sexual, or ethnic identities.
- Ability to establish trusting relationships and work effectively with mothers, fathers, and extended family.
- Belief that children need to be nurtured.

REQUIRED EXPERIENCE

- An advanced degree in a Health or Human Service field, or a bachelor's degree in a Health or Human Service field and five years' experience in a home visiting program, with clinical supervisory experience preferred, OR
- Five years direct service in a Healthy Families Program as an FSW or FAW, a documented history of progressive professional development, and an Associate's degree in a related field.
- Solid understanding of and experience in supervising and motivating staff, as well as providing support to staff in stressful work environments.

PREFERRED SKILLS



St. Lawrence County Health Initiative, Inc.

Job Description

- Strong written and verbal communication.
- Health communications and counter-marketing.
- Strategic use of media (advocacy, earned and paid).
- Comfortable with public speaking, including both small and large group presentations.
- Willingness to learn new skills and the flexibility to adapt to changing job requirements.
- Ability to work independently within assigned projects.
- Ability to work collaboratively as part of a team.
- Program development, coordination and management.
- Fiscal and data management.
- Leadership development.
- Demonstrated organizational and time management skills.
- Ability to work effectively with diverse populations from community members to business owners
- Desire to interact collegially and professionally with other agency staff.
- Commitment to maintaining both internal and external confidentiality of program information, staff, program participants and community members at all times.

OTHER REQUIREMENTS

- Reliable, personal transportation.
- Able and willing to attend conferences and meetings that require overnight travel.