



JOB POSTING

Position title: Supervisor, Relative Caregiver Services

Supervisors provide support to Family Advocates, providing case consultation, reviewing documentation and records and helping to create case plans that provide for the specific needs of the families.

Duties and Responsibilities

- Meet weekly for individual supervision with Family Advocates.
- Meet weekly for team meetings with Family Advocates.
- Provide training around developing case plans or in-home service plans.
- Review case charts and documentation in TFACTS.
- Sign off on eligibility paperwork.
- Review cases and assess for safety of the children and safety of the home.
- Participate in team meetings
- Aid in monthly and quarterly PQI process
- Review monthly and quarterly data and submit to the Program Manager.
- Facilitate support groups and enrichment activities.
- Attend CFTMs, IEPS, when appropriate.
- Serve on community boards such as CAB and Relative Caregiver Advisory Board.
- May carry a case load depending upon needs of the program.
- Attend scheduled staff meetings, trainings, and other agency/program meetings.
- Any other duties deemed appropriate by the Supervisor and/or Program Director.
- Regular attendance during office hours and reliable transportation required.
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Requirements: This position requires a Bachelor's degree in Social Work or a related discipline.

Submit resume to hrdept@fcsnashville.org

EOE M/F/D/V