



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
FAMILY SERVICES SUPERVISOR, SENIOR
(PREVENTION SELF-SUFFICIENCY SERVICES)
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for developing and providing management and administrative oversight for multi-program social work programs at state and local levels. Reports to the Chief of Prevention Services.

ESSENTIAL JOB FUNCTIONS

Responsible for the effective supervision of professional and support staff to include staff development and training, succession planning, performance management, employee relations, prioritizing and assigning work and related activities; monitors and reviews case actions of their assigned units; interprets and clarifies program policies and procedures; makes decisions on exceptional situations to manage and implement appropriate services and assistance.

Assigns, monitors and reviews case actions in the areas of employment, housing, youth development and parenting; advises on the assessment of family needs to include overseeing the development and implementation of individualized service plans, job and housing placements and resources allocated; ensures systems are in place to provide effective and quality services to customers; identifies, develops and sustains community collaborations and partnerships to achieve program outcomes; evaluates resource needs and manages the effective deployment of resources.

Participates in planning and managing the administration of all programs and procedures in the areas of employment, housing, youth development and parenting; develops, implements and monitors departmental management plans and provides input recommendations on bureau/agency level budget issues; participates in all phases of financial and program auditing; monitors expenditures and assists in providing oversight of local grant awards.

Serves as a liaison to federal, state and local agencies, state communities, professional boards and task force groups; and collaborates with other agencies, community partners and vendors to develop and coordinate resources in order to establish effective working relationships. Provides training and education on a variety of social work topics. Remains abreast of current federal, state and local policy initiatives and best practices related to the Human Services field and monitors implementation, adherence and compliance.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Human Services - Extensive knowledge of social work principles and practices including federal, state, and local regulations affecting human service programs. Knowledge of programs, social economic trends and behaviors that impact the delivery of human services.
- Case Management - Knowledge of case management techniques, principles and practices to evaluate and coordinate the delivery of public assistance to customers and their families.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with customers, employees, managers, and representatives from other departments and organizations. Be able to negotiate vendor contracts.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.
- Communication - Excellent ability to communicate ideas and proposals effectively to diverse audiences to include preparing and conducting training, preparation of reports, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of human services issues with tact and diplomacy in a confidential manner.
- Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in a related human services field (Social Work, Human Services, Sociology, Psychology, Family & Child Development, Counseling, Gerontology, or Guidance & Counseling) or a Bachelor's Degree in any field; and 3-5 years of appropriate and related human services experience to include and 2-4 years of supervisory experience. Certifications in housing and employment services is preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards, violent individuals, communicable diseases, or rude/irate customers.