



## Job Description

**Position:** Healthy Families of Benton and Linn Counties **Bilingual Supervisor**  
(Bilingual – Spanish/English) // **Supervisor** de Healthy Families of Benton and Linn Counties  
(Bilingüe – Español/Inglés)

**FTE:** .8 (32 hours/week)

**Pay Range:** \$26 - \$29 per hour

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families (OMCCF) is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:** The Healthy Families (HF) Bilingual Supervisor is responsible for:

- Ensuring the promotion of healthy development of families participating in home visits.
- Assigning new families to Family Support Specialists (FFS)
- Providing intensive weekly supervision
- Reviewing home visit reports and case notes
- Confirming all required service data is complete and submitted to the HF Program Manager
- Ensuring Healthy Families performance standards are met and OMCCF agency policies and procedures are followed.

**Resumen de la posición:** El supervisor de Healthy Families (HF) es responsable de:

1. Velar por la promoción del sano desarrollo de las familias que participan en las visitas domiciliarias.
2. Asignación de nuevas familias a Especialistas en Apoyo Familiar (FFS, por sus siglas en inglés)
3. Proporcionar supervisión semanal intensiva
4. Revisión de los informes de las visitas domiciliarias y las notas de los casos
5. Confirmar que todos los datos de servicio requeridos están completos y enviados al Gerente del Programa de HF
6. Garantizar que se cumplan los estándares de desempeño de Healthy Families y que se sigan las políticas y procedimientos de la agencia OMCCF.

**Responsible to:** The Healthy Families Bilingual Supervisor reports to the Healthy Families Program Manager.

**Qualifications:**

- Master's degree in human services or field related to working with children and families plus a minimum of one year of experience as a supervisor is preferred, or a Bachelor's degree with 3 years relevant experience.
- A solid understanding of and/or experience in supervising and motivating staff, as well as providing support to staff in stressful work environments.
- Knowledge of infant and child development and parent-child attachment.
- Experience with family services that embrace the concepts of family centered and strength-based service provision.
- Knowledge of maternal-infant health and dynamics of child abuse and neglect.
- Experience in providing services to culturally diverse communities/families.
- Experience in home visitation with a strong background in prevention services to the 0-3 age population.
- Ability to work cooperatively as a member of a service delivery team and function effectively in cross-cultural situations and demonstrates empathy and genuineness with others.
- Infant mental health endorsement preferred.
- Bilingual in English & Spanish required.
- Experience with reflective supervisory practice preferred.

**Responsibilities:**

- Provides ongoing professional supervision that is reflective, clinical and administrative to assigned Family Support Specialists that ensures the quality of service provision, protects the integrity and respect of the families served including immediate debriefing if needed and helps avoid Family Support Specialist burnout.
- Assists Family Support Specialists to support families in
  - developing realistic and effective support plans that will empower them to meet their objectives/goals
  - understanding why a family may not be making the expected progress around personal and program goals
  - determining effective methods of intervention
  - reflecting on their practice to make sense of experiences when working with over-burdened families
- Assists in staff selection/hiring; participates in orientation, training, and performance reviews; conducts family file reviews; assists in maintaining the data collection system; and monitors the performance of the Family Support Specialists.

- Acts as a liaison with other agencies and works with the Program Manager to ensure overall quality in program services.
- Assigns families to Family Support Specialists and manages caseloads.
- Provides home visits as needed to cover Family Support Specialist absences.
- Monitors all aspects of home visiting including referrals, family consent to services, interactions with families, family assessment interview, levels of service, culturally specific strategies, caseload management, goals (family and program), and curriculum guidance.
- Reviews/discusses home visit records and family retention in supervision including: completion data, and to monitor and ensure evaluation forms are submitted on a timely basis.
- Researches/coordinates training for staff to meet professional development requirements and follows up with implementation strategies.
- Telephones families receiving home visiting services to ask about satisfaction.
- Observes Family Support Specialists during a home visit and family assessment interviews.
- Participates in Old Mill Center for Children and Families mandatory trainings, staff meetings, committees and fundraising or other events.

**Other Related Duties/Responsibilities:**

- Maintains a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.).
- Maintains and updates personal criminal background check, maintaining approved auto insurance and a good driving record.
- Maintains grooming as appropriate for the job.
- Reports at regular working hours, being punctual and having an appropriate work ethic.
- Demonstrates good phone skills (courteous and positive) when representing Old Mill Center for Children and Families and Healthy Families' interests.
- Writes in a clear, concise manner.
- Follows established standards, policies and procedures of Old Mill Center for Children and Families and Healthy Families.