

**JOB DESCRIPTION**  
**JOB TITLE: Permanency Support Supervisor**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

Supervises the Adoption Coordinators, Independent Living Coordinators, Family Finder Coordinators, and Courtesy Supervision Coordinators assigned to the area. Promotes the well-being of children in the Permanency Services Program, participates in staff meetings and trainings and coordinates with staff from other agencies involved in providing Permanency services. This position interacts routinely with clients, judges, attorneys, children, school personnel, and all other aspects of the community. Performs the following duties directly or through subordinates.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Supervises Adoption Coordinators, Independent Living Coordinators, Family Finder Coordinators, and Courtesy Supervision Coordinators assigned to the area. Provides administrative expertise as required.

Ensures the accuracy, content, and completeness of documentation and files.

Participates in planning, programming, and budgeting of the Permanency Program.

Participates in the development of short, intermediate, and long-range plans and goals for the Permanency Program.

Participates in the development of Permanency Policies and Procedures.

Maintains a close working relationship with public and private agencies and stakeholders involved in providing Permanency services/support.

Assists in organizing program meetings. Conducts program orientation and on-the-job training of staff assigned to the unit.

Coordinates Permanency services and requirements with public and private agencies as well as all stakeholders.

Coordinates community resources for the benefit of children/families served by the Permanency Program.

Compiles any required statistical data, completes reports and forwards to appropriate agencies.

Coordinates with provider placement agencies and contractors on the delivery of services to children and families.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Provides regular supervision and professional development of Agency employees.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

### **SUPERVISION:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directly supervises employees as denoted on the Agency Organizational Chart in accordance with federal, state and/or COA requirements.

### **III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE:**

**Minimum Qualifications:** Bachelor's degree in Social Work or related field from an accredited four-year college or university with 4 years full time child placing experience as a worker or above in a private or state agency.

**Preferred:** Master's degree in human service or related field with at least 2 years of progressively responsible supervisory experience in the administration of a Permanency Services program or the equivalent.

#### **PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

#### **FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

#### **ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Licensed Master Social Worker preferred.

### **IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Supervises staff assigned to the area.

Promotes the well-being of children in the Family Permanency Program, participates in staff meetings and trainings and coordinates with staff from other agencies involved in providing Family Permanency services.

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Employee Printed Name

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Date

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Employee Signature