

EDWIN GOULD SERVICES FOR CHILDREN AND FAMILIES

JOB POSTING

JOB TITLE: Intake Supervisor

DEPT: INTAKE

REPORT TO: Program Director

SUMMARY

Responsible for supervising the day-to-day case management activities for the Intake Department Foster Boarding Home Program. Incumbent supervises the assessment, planning, family engagement and evaluation process for social workers - ensuring compliance with Permanency Services guidelines, quality standards and performance indicators for foster care. Work includes managing the intake process, supervising assessments and service planning, overseeing referrals and discharge activities as well as the coordination of linkages with community based support programs and services. Work is performed under the supervision of the Director of Intake who is a LCSW and can provide supervision hours.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. It does not limit the assignment of related duties not mentioned.

JOB RESPONSIBILITIES:

Assists the director in monitoring program effectiveness, including assessment, planning and compliance with department and regulatory guidelines.

Capacity to train social workers to implement assessment tools to that help predict the length of stay in care, service needs of the family and capacity of foster parents

Assists the Director to create systems to help reduce trauma of children entering foster care and to decrease the time children stay in care before permanency

Capacity to collaborate with mental health, health, and agency specialist/advocates as a interdisciplinary team to create comprehensive service plans

Capacity to provide supervision that combines compliance and professional growth; Helps manage the performance of employees.

Actively monitors case planner's observations and responses related to safety and protection needs of children, ensuring that environments, i.e., homes, schools, are adequately monitored and to the extent possible, risk free; promptly investigates all reports or reasonable suspicions circumstances suggestive of neglect, abuse or exploitation; provide information necessary for the initiation of court action, where needed, for child protection.

QUALIFICATIONS AND REQUIREMENTS:

Master's degree in social work from an accredited MSW program. Supervisory experience required. A background in foster care or other child welfare setting required. SIFI certification or capacity to supervise MSW interns preferred.

BENEFITS: 4 weeks vacation and generous health benefits.

EOE

Send resume and cover letter to:

Laura Lombardi, Intake Director
Edwin Gould Service for Children and Families
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Brooklyn, NY 11201

OR

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Dynamic, growing, mission driven, family focused social services agency, which is committed to the professional development of our employees, is looking for bachelor and master level social workers. Entry level grads welcome.

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