



SUNRISE CHILDREN'S SERVICES JOB DESCRIPTION

JOB TITLE: Foster Care Supervisor

DIVISION: Foster Care/Community
Based Services

REPORTS TO: Foster Care Director

GRADE: F (Exempt) **EEO: 2**

Effective Date: 03/24/2007

PRIMARY FUNCTION & PURPOSE: To supervise foster care specialist and treatment team.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, **but are not limited** to the following:

- Work in conjunction with the foster care director in managing personnel.
- Supervise treatment team in areas of intake, discharge, and ongoing treatment planning.
- Provide supervision of overall program in absence of the program director.
- Complete performance evaluations of the foster care specialist and meet with staff on regular basis.
- Provide leadership to foster care specialists in area of CDT.
- Assist in the training of foster families in all aspects of foster care.
- Ensure the completion of the monthly utilization reviews, CSR, and quarterly reports for CRP.
- Create and/or run reports that utilize the database system to ensure requirements are being met for accreditation and licensing agencies.
- Ensure records are maintained to the standards of Sunrise and all agencies of accreditation and licensing.
- Maintain an active caseload of a minimum of two clients.
- Meet with foster care director on a weekly basis.
- Other duties assigned.

QUALIFICATIONS:

- **Interpersonal Skills:** Competency in nonverbal, oral and written communications; ability to identify, define and explain day-to-day problems and solutions.
- **Education:** Master's degree preferred but will consider a Bachelor's degree in social work, human services or a related area.
- **Experience:** Two to five years related experience required if applicant does not have a Master's degree.
- **Skills:** Knowledge of standardized, but moderately complex policies, procedures and/or operations/programs requiring training and experience. Ability to organize moderately complex tasks and analyze complex issues.

- **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.
- **Responsibility:** Significant impact on quality and efficiency of services or operation of agency or revenues/expenses. Permitted to make decisions on moderately complex problems/issues. Many people at this level are on call 24 hours a day, 7 days a week.
- **Supervision:** None.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.