Presbyterian Children's Homes and Services

Job Description

Job Title: Group Home Supervisor (GHS)
Supervisor: Program Director
FLSA Status: Exempt
Authorized Driver: Yes
Prepared Date: May 2016

Position Summary
- The Group Home Supervisor will provide support to Home Parents through supervision, observation, feedback, and in-home assistance as HPs provide direct care to youth and their families.
- The Group Home Supervisor is responsible for leadership of a team in service planning for the highest quality of service delivery to youth and their families.

Responsibilities:
1. Group Home Supervisor (GHS) will provide input to Clinical Coordinator & Intake Specialist regarding placement of new residents.
2. GHS will ensure quality service planning through leadership of the Family Team Meetings (FTMs), adhering to PCHAS policy standards for completion of each Plan of Service (POS). GHS will lead and conduct the meeting. If needed, the GHS will assign the Assistant Group Home Supervisor to be responsible for writing the POS and editing the POS until approved by the GHS.
3. GHS will coordinate the Orientation Schedule for new Homs Parent (HPs) with the PCHAS Training Coordinator and plan the 40 hours of Observation for new Home Parents. The GHS will ensure that this plan is completed. This plan will be submitted to the Program Director.
4. GHS will coordinate communication and contacts with family members.
5. During the 1st year of employment at PCHAS for a GHS and/or HP couple, the GHS and HPs will collaborate with the Organizational Impact Team to learn and follow Phase 1 and Phase 2 of the Enhanced Supervision Plan including supervision, in-home observation, and feedback. Annually thereafter, the GHS and HPs will follow Phase 3 of the Enhanced Supervision Plan.
6. GHS will maintain HP Schedule to ensure coverage of the homes, approve leave and per diem requests.
7. GHS will teach HPs to lead family meetings once a week to bring unity, organization of schedule, and healing in the home for areas of conflict, teaching nurture and life-value skills.
8. GHS Supervision of HPs will include but is not limited to:
   a. Prepare HPs and youth for FTM (FTMs) (POS) to maximize efficient and effective service delivery.
   b. Collaborating with HPs to implement the youth/family goals and action steps as outlined in the POS.
   c. Discussing with HPs youth’s wellbeing and/or change in wellbeing, and youth’s family dynamics.
   d. Hps will update GHS regarding the family meetings and any areas of need that come to the surface.
   e. Training and equipping HPs to utilize Trust-Based Relational Intervention (TBRI) as well as strength focused language in all youth and family interactions.
   f. Ensuring that HPs develop and maintain child care services with a daily routine that is consistent with the PCHAS Way philosophy, enhancing the physical, emotional, spiritual, cultural, academic, and social development of youth.

The PCHAS Way
The work of all employees is designed to carry out the Agency Plan:
- The Agency's Mission
- The Philosophy of Care
- The Department's Operational Plan
- Excellent Training
- Effective Supervision
- Continual Evaluation
- Sound Business Practices

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g. Ensuring HPs are providing education services and preparation for independent living (PIL) services outlined by PCHAS policy to create an “Intentional Community of Learning” in each home.

h. Ensuring that HPs maintain a Monthly Calendar that outlines special outings, unique resident activities including family activities, and resident’s appointments or meetings.

i. Reviewing End of Month Binder in order to sign off on financial documentation, weekly menus, medical logs, and other paperwork in a timely manner.

j. Reviewing and approving financial documentation as needed. GHS Program Director may take charge of financial documentation or may simply sign off on final documentation.

k. Maintaining up to date Communication Notebook detailing supervision, HP goals, due dates for annual training, events and decisions impacting the HPs, youth, and home.

l. Completing staff reviews to focus on areas of strengths and challenges, utilizing the professional growth cycle to strengthen HP in job performance.

m. Discussing with HPS in-home support that may be needed by the HPs for the day, week, or month ahead.

9. Observation and Feedback will focus on HP competence and confidence in using and maintaining:
   a. TBRI Principles of Connecting, Empowering, and Correcting with the youth and in the home.
   b. Strength focused language in all youth and family interactions, and implementation of youth & family goals and action steps outlined in the POS.
   c. Routines for morning, after-school, study-time, evening, family meeting.
   d. Feedback to HP will be provided as outlined in the Enhanced Supervision Plan approaching the HP in a manner conducive to learning and maintaining the relationship.
   e. Perform HP evaluations as required.

10. In-home assistance and support may include:
    a. Support needs communicated by the HPS for the day, week, or month ahead.
    b. Requests for GHS to observe interactions with a youth exhibiting specific and/or persistent needs and provide feedback.
    c. GHS presence requested during a family meeting, nurture activities, or youth interactions.
    d. Assistance with transportation, providing time-limited child care services during the day, store runs, or other support as requested.

11. GHS will attend and engage in Monday staff meetings to discuss youth, family, education and other needs presented by the child and the child’s family.

12. On Mondays assigned for Team Time, GHS will lead their teams of GHPs and AGHS together in some of the supervision functions best addressed with all of the HP team present.

13. GHS will meet PCHAS policy and procedures, which includes Council on Accreditation (COA) standards, DFPS/OCOK contract standards, and minimum standards in all areas of child care services.

14. GHS will collaborate with the Clinical Coordinator to refer youth to obtain a psychological, as needed, and/or for youth therapy services to address youth’s goals.

15. GHS will collaborate with HPs, Clinical Coordinator, Education staff, or other staff to recommend a Critical Response Staffing (CRS) for youth who are (a) struggling in any area including meeting goals, maintaining a connected relationship with family, HPs, peers, challenged with academic expectations, mental health, and/or (b) who are at risk of placement disruption.

16. GHS will demonstrate effective collaboration with Child and Family, Single Parent Family Program, Transitional Living, Education, Advanced Education, Foster Care and Adoption, DFPS-CPS caseworker, and other community partners.

17. GHS will attend CPS court hearings only as deemed necessary and approved by the Program Director.

18. GHS will complete PMET documentation.
19. GHS will participate in PQI meetings as assigned.
20. GHS will meet with AGHS and/or Program Director for weekly supervision.

**Working Conditions**
1. GHS will maintain an office with computer and other equipment necessary to complete tasks.
2. Hours of work vary according to the needs of the youth, HP, and the home. GHS will work at least two evenings a week or weekends, and extended hours as needed to address the needs of the youth, families, and PCHAS staff.
3. Work environment is high energy, high stress including the possibility of verbal and or physical aggression from youth in care.
4. Moderate risk of exposure to infectious diseases.
5. Provide on call support to Home Parents.
6. Some travel may be required.
7. Must be able to see, hear, and respond to youth and or staff in a variety of settings.

**Job Requirements:**
- **Education and Experience:** A Master’s degree in a human service field from an accredited college or university and 1 year of paid experience working with children and families at risk is preferred. A Bachelor’s degree in a human services field from an accredited college or university plus 3 years of experience required.
- **Knowledge and Skills:**
  1. Able to prioritize and be accountable for timelines and due dates
  2. Excellent written and verbal communication skills.
  3. Able to operate a computer utilizing Word, Excel, Outlook and program specific programs.
  4. Must be able to lead, inspire, supervise, and evaluate a team or professionals.
  5. Understanding of family dynamics and methods for engaging those families in helping relationship.

Presbyterian Children’s Homes and Services is a religious organization affiliated with the Presbyterian Church (U.S.A.) and prefers to employ individuals who are Christians and who possess a Christian commitment, as well as concern, for children and families in need.

**Employee Acknowledgment**
This job description applies to my work with Presbyterian Children's Homes and Services. My supervisor has given me a copy and reviewed it with me. This job description is not a contract for employment.

Signature: __________________________
Printed Name: ______________________
Date: ______________________________