

Ka Pu`uwai O Na Keiki Clinical Supervisor - Maui/Fulltime

Under the direction of the Licensed Social Worker and/or Director of Program Services, the Clinical Supervisor is responsible for overseeing home-based services to promote positive parent and child interaction, facilitate child development, and other functions related to the Ka Pu`uwai O Na Keiki program and staff. The Clinical Supervisor provides supervision for assigned staff.

Essential Duties and Responsibilities:

1. Supervises employees on a weekly basis, schedules and directs work, performs orientation and training, recommends personnel actions such as selection, evaluation, promotion and discipline up to and including termination.
 - a. Assists in interviewing, hiring, evaluating and termination of assigned staff.
 - b. Coordinates the employee's initial training regarding dynamics of child abuse and neglect and parent-child interaction techniques.
 - c. Provides supervision and monitoring of performance for assigned staff:
 - i. Ensures all assigned staff receive weekly individual supervision of 90 minutes minimally (prorated time for those who may be less than 1.0 FTE). Supervision shall consist of administrative, clinical, and reflective supervision.
 - d. Responsible for orienting new staff on their responsibilities and functions in their position.
2. Coordinates referrals from Child Welfare Services (CWS), Voluntary Case Management (VCM), and Family Strengthening Services (FSS) and assigns to appropriate FSW.
3. Supervises needs assessment of all CWS, VCM, and families that are referred for Ka Pu`uwai O Na Keiki services.
4. Reports unsafe conditions, injuries/illnesses and incidents in a timely manner and ensures that employees perform duties using safe work techniques and in accordance with OSHA and MFSS safety and health rules and sanitation standards.
5. Conducts monthly and quarterly participant record reviews and maintains required data collection systems for projects, including information for monitoring reports and project evaluations.
6. Monitors health care of children; assures that staff performs monitoring and linkage activities for all project families on an ongoing basis.
7. Reviews participants on a regular basis and assures that any participant that may be involved in "imminent harm" or "threatened harm" is referred for possible CPS report.
8. Coordinates with Mental Health Specialist, Registered Nurse, physicians, Department of Social Services-Hawaii (DSSH) and CWS, to assure maximum utilization of services by families and coordination among agencies, in accordance with objectives.
9. Assures quality services to program participants by observing Home Visiting Team doing home visits and family days. Monitoring for and mentoring of staff is essential.
10. Provides documentation on services needed by each family and availability of needed services, as part of assessment.

11. Attends staff meetings and participates in agency in-service training and other meetings as required.
12. All MFSS Staff: Agrees to maintain strict confidentiality in their work with participant families and other agencies.
13. All MFSS Staff: As a Mandated Reporter, reports all concerns of suspected CAN to Supervisor and CPS intake Services.
14. ALL MFSS Staff: Provide Brief intervention to all Participants identifying as smokers to increase the health and wellness of the child and family to and to support tobacco cessation; Refer to Cessation Resources.
15. Uses the values, philosophy, tools and techniques of Performance and Quality Improvement to support the organization's quality in all daily work.
16. Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other qualifications listed below are needed to adequately fulfill essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current and valid driver's license.
- Current and clean driver's abstract.
- Current automobile registration and insurance.
- Current CPR/FA certification.
- Current TB clearance.
- Computer literate in Microsoft Word and Excel.

Other Skills:

The Clinical Supervisor has experience in working with the populations of families and children served by MFSS, including populations with special needs, and is able to use a prevention framework when working with families and collaborating organizations.

Education and/or Experience:

MSW or equivalent Master's degree in related health or human services field preferred. Four (4) years of client service and administrative experience in human service programs including experience in maternal/infant health and child abuse and neglect, demonstrates knowledge of local community resources.

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