

Family Support Services of the Bay Area

POSITION OPENING: RESPITE/CHILD CARE PROGRAM SUPERVISOR (75% - 100%*), OAKLAND

*100% for 7 months with possibility of staying at fulltime; if not, position will be reduced to 75%-FTE

PROGRAM DESCRIPTION:

Family Support Services of the Bay Area is a private, nonprofit agency that provides respite services to caregivers (birth parents, foster parents, adoptive parents, and relatives) of children who are abused, neglected, drug exposed, developmentally disabled, HIV positive or who are at risk due to issues of abuse. The goal of the respite program is to strengthen and support families caring for children with special needs by providing them with a break from the challenges of caring for their children.

DUTIES AND RESPONSIBILITIES:

- Conduct recruitment efforts on an as-needed basis using a targeted approach to meet the needs of the program for a variety of respite providers, both in-home and out-of-home
- Develop and maintain contacts with key community resources
- Carefully interview all applicants to assess for maturity, judgment, knowledge of the issues and needs of the specialized populations to be served
- Track recruitment and interviewing efforts
- Develop and conduct respite provider training sessions
- Certify new out-of-home respite providers and perform annual re-certification visits, as needed
- Write thorough and clear home studies
- Supervise Respite Providers/Specialists and Respite Program staff
- Provide or arrange orientation and training for new coordinators and specialists
- Monitor case records; ensuring that they are accurate, thorough and current
- Maintain proper documentation of provider meetings or special incidents
- Review requests for leave, attendance and expense reports
- Conduct staff evaluations
- Assist the Respite Program Director with statistical and program reports
- Fulfill other duties as assigned

SUPERVISOR: Respite Program Director

MINIMUM QUALIFICATIONS:

- Bachelor's Degree required; Master's Degree in Social Work or related field preferred. Extensive experience with families and children may be substituted
- Strong knowledge base in child development required; knowledge of abuse/neglect, HIV, drug exposed infants and children preferred
- Supervisory experience required
- Excellent organizational, written and verbal skills
- Proficiency with Microsoft Office Suite required; prior database experience preferred
- Solid mathematical aptitude
- Respect for and ability to work with persons from diverse backgrounds
- Experience in interviewing and training strongly preferred
- Own transportation required, including valid California driver's license, a car in good working condition, current automobile registration, insurance and a good driving record (no more than 1 point on DMV record)
- Able to work evenings and weekends, when necessary
- Must be able to receive clearance by a fingerprint/background check (criminal and child abuse)

HOURS OF WORK:

- Office hours are typically Monday through Friday, 9am –5pm. Some evenings and weekends required.

STARTING SALARY RANGE: \$43,000-\$48,000 per year FTE (\$32,250- \$36,000; 75% of FTE). Excellent benefits, including health, dental, vision, life insurance and 403(b) retirement plan.

RÉSUMÉ AND COVER LETTER TO: respitesupervisorjob@fssba-oak.org Fax: (510) 834-1548

Family Support Services of the Bay Area, 401 Grand Ave. Ste. 500, Oakland, CA 94610. The deadline to apply is, Wednesday, June 3, 2015 at 5:00pm. Résumés received after the deadline will not be considered.

FSSBA is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, religion, gender, sexual orientation, health status or national origin.