



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

**ABOUT THE AGENCY:** Family Support Services is a non-profit agency founded in 1989. With offices in Oakland and San Francisco, we serve families in Alameda, San Francisco, and Contra Costa counties. Our programs target families, youth and children whose health and welfare are vulnerable as a result of a variety of circumstances.

**POSITION: PROGRAM SUPERVISOR - FAMILY PRESERVATION PROGRAM (San Francisco)**

**Posted: 4/22/2021**

## **YOU MUST SEND A COVER LETTER WITH YOUR RESUME**

**PROGRAM DESCRIPTION:** The goal of the Family Preservation Program is keeping families healthy and intact by providing support to San Francisco families who may/have become involved with San Francisco County - Family and Children's Services (*Child Welfare*). The program works closely with families who have children between the ages of 0-5 years old, provide home-based parenting education, linkages to community resources and collaborate with service providers!

### **JOB DUTIES:**

- Assist Program Director in the management of the program, including overseeing the day-to-day program operations.
- Provide supervision and back-up coverage for Social Workers.
- Assist Program Director in the training of new staff.
- Conduct home visits and intake session with families when needed; carry a small caseload.
- Utilize the evidence-based parent training curriculum, SafeCare.
- Work in partnership with the other SF agencies providing SafeCare.
- Attend community meetings and present the SafeCare program.
- Compile statistics, enter data into database and produce reports.
- Assist Program Director with quality assurance tasks, including monitoring SafeCare files for accuracy and completeness.
- Obtain and maintain SafeCare® national certifications and CPR & First Aid Certification.
- Fulfill other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in mental health, social work or related field preferred.
- Bilingual Spanish, Cantonese preferred.
- Minimum two years of experience supervising staff.
- Minimum three years demonstrated competency as a social work practitioner, including home visiting, working with the child welfare system, and interagency coordination.
- Demonstrated ability in assuming responsibility, taking initiative, working in a team setting, and providing leadership to others.
- Highly flexible and readily adaptable to program changes.
- Must be mature, tolerant of others, friendly, warm, understanding and sensitive to the needs that face high-risk families.
- Working knowledge of Microsoft computer applications (Word, Excel, etc.).
- Experience and comfort in to interact with diverse communities and socio-economic backgrounds.
- Committed to cultural humility/awareness and respect families' rights to self-determination.
- Requires valid CA driver's license, a clear DMV record, vehicle with valid auto insurance & registration preferred but not required.
- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting minimum 25lbs.
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

**STARTING SALARY RANGE:** \$58,240 - \$61,000 per year DOE (bilingual differential available). Full time = 37.5 hours/week.

**EXCELLENT BENEFITS: HEALTH, DENTAL, VISION, LIFE and LONG-TERM DISABILITY INSURANCE, AND RETIREMENT PLAN.**

**GENEROUS FRINGE BENEFITS INCLUDE: Vacation, Personal Holidays, and Sick time!**

### **TO APPLY, YOU MUST SEND A COVER LETTER AND RESUME TO:**

**Aysha Franco**, Family Preservation Program Director at [afranco@fssba-sf.org](mailto:afranco@fssba-sf.org)

Family Support Services, 205 13<sup>th</sup> Street, Suite 3150, San Francisco, CA 94103 [www.fssba.org](http://www.fssba.org)

Please attach all documents in PDF format. All other file types/formats will not be considered.

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

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