

**LUTHERAN CHILD & FAMILY SERVICE OF MICHIGAN  
JOB DESCRIPTION**

**JOB TITLE: SUPERVISOR**

**GRADE: 8**

**EXEMPT/NON-EXEMPT STATUS: EXEMPT**

**REPORTS TO: PROGRAM MANAGER, PROGRAM DIRECTOR OR REGIONAL DIRECTOR**

**POSITION SUMMARY**

Provide supervision and professional leadership to a team of workers/support staff so the functioning of the unit can be accomplished.

**JOB REQUIREMENTS**

**MINIMUM EXPERIENCE REQUIRED**

2-4 years in direct service comparable to the unit function

**EXPERIENCE PREFERRED**

4 or more years of direct service in same field and post master's supervision experience

**MINIMUM EDUCATION REQUIRED**

Bachelor's degree in social work or related human service field from an accredited school and a minimum of three years field experience working with families with multiple problems and enrolled in a Master's program.

**EDUCATION PREFERRED**

MSW or related Master's degree in human service field.

**SPECIAL SKILLS REQUIRED**

Supervisory skills evident, good writing skills, understanding of group dynamics and team building; Good leadership and organizational skills; Interpersonal skills necessary to interact with a diverse group of individuals. Knowledge of child welfare policies and programs, family therapy theories and treatment philosophies. Knowledge and availability of local resources; proficient in computers.

**SPECIAL SKILLS PREFERRED**

Experience with supervision in same field;

**LICENSURE/CERTIFICATION REQUIRED**

Driver's license - State of Michigan  
Certificate of insurance (automobile)  
Highest state license, certificate or registration commensurate with the function of the position and the individual's academic training and experience.

**LICENSURE/CERTIFICATION PREFERRED**

Same

**MAJOR JOB RESPONSIBILITIES**

- (E) 1. Provide supervision and professional leadership to the direct service staff, student placements, and support staff.
- (E) 2. Handle and coordinate the ongoing personnel issues of the unit; i.e., leave records, training logs, participate in the recruitment, interview, reference, and orientation process for new hires.
- (E) 3. Develop employee performance expectations, conduct new hire six month evaluations as well as annual evaluations. Develop corrective action plans where required.
- (E) 4. Coordinate the referral and intake process and make appropriate assignments to staff.
- (E) 5. Monitor, read and approve all required staff reports.
- (E) 6. Provide some direct service to clients depending on specific unit structure.
- (E) 7. Promote staff morale and team building and be responsible for the training needs of the unit.
- (E) 8. Organize and run regular staff meetings.
- (E) 9. Interpret agency policy and procedures to staff and serve as a liaison, bringing staff concerns and needs to the unit/regional director.
- (E) 10. Work with the unit/regional director in developing the unit budget and approve and monitor the expenditures regularly.
- (E) 11. Coordinate services with other agencies and professionals and represent LCFS in various community networks.
- (E) 12. Perform public relations duties and communicate the mission and services of LCFS to others.
- (E) 13. Assure overall unit compliance with contracts, agency policy, procedure and strategic plan, etc.
- (E) 14. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

1. The job titles of employees reporting directly to the Supervisor are as follows: Worker and Program Secretary.
2. The supervisory activities which are included within this job are as follows:

- Organize workflow and priorities
- Assign work among employees
- Advise on proper completion of work
- Maintain quality/quantity standards regarding output
- Interpret operating policies and procedures
- Select/approve work applicants
- Train employees
- Appraise employee performance
- Initiate disciplinary actions with assistance
- Recommend promotions with consultation

### **AGENCY MISSION ADVANCEMENT**

Be cognizant of and participate in the advancement of the stated mission of LCFS as demonstrated in attitude and performance of responsibilities with clients, staff, and in community contacts. (DHS, DCH, courts, other agencies...) as applicable.

### **LEVEL OF SUPERVISION**

Level of supervision received for a fully qualified Supervisor is GENERAL - Employee is usually required to act independently but reports on all situations that border on pre-established guidelines.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel performing this job.