



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Clinical Supervisor

Open Date:

May 17, 2017

Position Objective: The home visiting Supervisor will support home visitors in providing home-based educational and support services to enrolled families with young children, or expectant parents. The person in this position will provide supervision to home visitors in planning and implementing home-based program activities for families, maintain compliance with Maternal, Infant, Early Childhood Home Visiting (MEICHV) performance measures and implementation of the home visiting curriculum. The position uses principles of supervision, reflective practice, and staff development to provide primary support and appropriate oversight of home visitors, while building and modeling a strength-based, client-centered culture.

Major Duties & Responsibilities

- Culturally knowledgeable to fulfill the needs of the community and the position responsibilities
- Familiarizes self with community resources appropriate to needs of clients. Demonstrates excellent knowledge of community resources, makes referrals and provides follow-up with families to ensure that needs are met.
- Provide Home Visitors with training, modeling and coaching to ensure the delivery of responsive services that are in line with the MEICHV performance measures and the curriculum.
- Ensure Home Visitors have information, tools and training to implement all aspects of the home visiting curriculum and the MEICHV performance measures.
- Develop and support Home Visitor's professional development plan, and meet at least annually to complete a performance evaluation.
- Ensure home visiting staff feel supported, have sufficient resources and skills to perform their jobs.
- Observing, evaluating and providing feedback on Home Visitor skills through video-tape and reflective supervision. Attend at least one home visit per month with each Home Visitor.
- Reviewing all home visiting plans and schedules.
- Monitoring all family files and data compliance. Upload all data required by NDSU Evaluation Team.
- Conduct all new Home Visitor training and on-boarding schedule.
- Coordinate with Program Director to develop professional development goals for each Home Visitor.
- Ensure children and parents are attending home visits and socializations. Problem solve with Home Visitors and Program Director if attendance drops off or if families miss home visits.
- Review weekly attendance reports and compile bi-monthly attendance reporting to Program Director.
- Ensure Home Visitors maintain accurate, up to date records of home visits, child progress, parent contact, parent goals, and lesson plans. Ensure all child/family files are up to date and accurate.

- Monitor family and child outcomes using Life Skills Progression and Developmental Milestones to ensure health and child development. Monitor family partnership building goals and ensure they are being met in a timely fashion.
- Develop and complete accurate and timely monthly reports that identify progress in meeting program goals and performance measures. Develop plans with home visitors and the administrative team to address areas of concern where we are not meeting our goals/targets.
- Ensure Home Visitors are connecting families to community resources where appropriate.
- Work with Home Visitors to facilitate appropriate Early Intervention services for enrolled children.
- Participate in group reflective practice with Program Director and home visitors to discuss individual strengths and challenges of families and how the Home Visitor can support the family.
- Ensure the health and mental health needs of children and families are being met. Help Home Visitors connect families to appropriate health and mental health resources.
- Oversee the planning of group socializations to support Home Visitors in implementing activities that will support the child and family goals.
- Serve as the program administrator in the Sacred Beginnings Director's absence.
- Attend supervisory trainings and operation meetings.
- Provide input for continual quality improvement.
- Assist in promotion of home visiting in the community.
- Provide 90 day and annual performance reviews for Home Visitors.
- Participate in Sacred Beginnings' hiring.
- Review Home Visitor's timesheets and personal leave for accuracy.
- Performs miscellaneous job-related duties as assigned.

Qualifications, Experience and education required:

The preferred candidate will possess:

Minimum Qualifications:

- Graduate with a BA in Social Work.
- Licensed in North Dakota as a Licensed Independent Clinical Social Worker (LICSW), or is licensed under another state that is equivalent of a clinical license (those that hold a clinical licensure from another state will be required to work with the North Dakota Board of Social Workers to obtain a valid Independent North Dakota license).
- Excellent written and verbal communication skills.
- Extensive education and/or experience working with children and their families providing programs that promote health and prevent adverse outcomes.
- Strong communication skills that include rapport building, trust promotion, listening, respect for diversity of culture and lifestyle, and acceptance.
- Compassion and understanding of challenges and strengths of poverty.

- Must have experience in reflective practice, debriefing or motivational interviewing.
- Ability to handle sensitive information with a high degree of integrity and confidentiality.
- Must have a valid North Dakota driver's license, full-time access to a reliable vehicle (mileage reimbursement provided) with appropriate insurance coverage (proof of insurance required),
- Acceptable child protective service and criminal background checks

Experience:

- Six months of experience in case management.
- A solid understanding of and experience in supervising and motivating staff, as well as experience supporting staff in stressful work environments.
- Experience using problem solving skills that include assessment, goal-setting, safety, evaluation, situation management, negotiation, peer collaboration, resource management, time management and fostering independence.
- Strong ability to employ humility, sensitivity, professional boundaries, personal limitation knowledge, integrity, self-direction, flexibility, and safety when providing services.
- Experience with family services that embrace the concepts of family-centered and strength-based service provision.
- Proficient with Microsoft Word, Excel and possess basic computer skills.
- Ability to establish and maintain effective working relationships with others.
- Ability to organize and manage multiple priorities.
- Able to receive direction and work closely with Program Director.

JD: SBCS5117

Job Role:	Clinical Supervisor	Company Industry:	Sacred Beginnings
Exempt/Non-exempt	Non-exempt	Closing Date:	May 31, 2017
Employment Status:	Full- time	Supervision	Program Director
Hourly Salary Range:	\$19.00 to \$22.75	Yearly Salary Range:	\$37,440 - \$43,680
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept.	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.