

Position: **Home Based Services Supervisor**
Reports to: Clinical Director

Primary Responsibilities

- Provides direction/support/instruction to Home Based Services (HBS) Case Managers and Therapists regarding day-to-day case provision.
- Provides in office supervision to Case Managers and Therapists no less than every two weeks. Provides field supervision with each staff member on at least a monthly basis. Conducts monthly HBS staff meeting to inform staff of important issues, perform utilization reviews and discuss case management concerns.
- Accepts client referrals, coordinates intakes, and assigns new clients to appropriate HBS staff.
- Coordinates child welfare referrals and completes all reporting.
- Assists Case Managers in identifying appropriate interventions to meet the therapeutic needs of youth and families on their respective caseloads.
- Participates in agency peer record reviews.
- Conducts performance reviews of all HBS staff. Performs case file audits as needed to ensure all HBS case documentation is completed thoroughly and on time.
- Navigates external concerns and collaborates with the administrative team regarding actions taken and outcomes of HBS interventions.
- Represents the Clinical Director, when called upon, in meeting with collateral agencies regarding the care and well-being of Family Ark clients.
- Assists with data collection and analysis of quality of care/clinical outcomes.
- Develops and institutes policies and procedure in collaboration with the Clinical Director. Ensures adherence to Family Ark policies & procedures in the HBS program.
- Secures necessary authorization for services, and monitors Home Based Services activity to ensure that Indiana state standards are met.
- Monitors staff productivity and provides the resources/staff development necessary to reach program goals
- Provides ongoing evaluation of staff development and training needs.
- Reviews program financial statements, monitoring revenue and expenses while collaborating with supervisory and administrative staff in moving toward program self-sufficiency.
- Works with a limited caseload.
- Maintains appropriate staffing for the HBS Program.
- Participates in Public Relations and Marketing events as requested by the Administrative team.
- Other duties and responsibilities as assigned.

Minimum Requirements

- Minimum of a Master's Degree in social work, psychology, counseling or related field. Clinical License required.
- Human Services experience working with at-risk youth or families with mental health, substance abuse, sexual abuse or domestic violence issues.
- Minimum of three years' professional experience in home-based services/family preservation and/or management.
- Strong team and consensus building skills.
- Strong analytic and problem solving skills.
- Ability to interact effectively with individuals of diverse social and economic background.
- Must demonstrate a commitment to quality performance and service excellence as each relate to the agency's continuous quality improvement objectives.