



Human Services Department
Community Umbrella Agency Team Leader
Job Description

Exempt

Department : Human Services

Program: Community Umbrella Agency (CUA)

Status: Full Time

Source Of Supervision: CM Program Director

JOB SUMMARY:

This individual will provide supervision to direct service workers to include, case managers and case aides. The supervisor is responsible for oversight of daily program operations in accordance with agency policy and in compliance with DHS Performance Standards and DPW Regulatory Guidelines. Emphasis will be child safety, well-being, and family stability.

DUTIES AND RESPONSIBILITIES:

- Supervise a minimum of five (5) staff.
- Provide on-call back-up coverage, as needed in accordance to established schedules.
- Will provide a minimum of one (1) supervision on a weekly basis to all staff.
- Supervise and facilitate quality services of CUA Workers to client families.
- Supervise development of assessment and service plans.
- Attend client sessions with or in place of CUA Worker, as needed.
- Monitor all open cases of all workers.
- Supervise and perform case reviews monthly.
- Will attend a minimum of 20 hours of training per year.
- Comply with performance standards.
- Conduct annual performance evaluations and assess training needs of staff.
- Perform duties that support the mission of the CUA program.

REQUIRED QUALIFICATIONS:

- Minimum of a Master's Degree in social work with a minimum of prior 2 years experience in human services (preferably in child Welfare).
- Pennsylvania Child Abuse History Clearance.
- Criminal Check Clearance.
- Valid Pennsylvania Driver's License.
- Pass a physical examination.
- Strong clinical writing skills
- Strong verbal communication skills
- Excellent interpersonal and organizational skills.
- Computer proficient.

PREFERRED QUALIFICATIONS:

- Bi-lingual in English and Spanish.

THE DUTIES AND RESPONSIBILITIES HAVE BEEN EXPLAINED IN FULL DETAIL. I UNDERSTAND THEM AND THE RESPONSIBILITIES INHERIT WITH THIS POSITION AND WILL ABIDE BY ITS DICTATES. I FURTHER UNDERSTAND THAT ALL DOCUMENTS AND INFORMATION THAT I COME ACROSS ARE CONFIDENTIAL AND SHOULD ONLY BE DISCUSSED WITH THOSE WHO WORK IN CONJUNCTION WITH THE PROGRAM/DEPARTMENT.

Employee Signature

Date

HR Representative

Date