

CAREER OPPORTUNITY

Title: Supervisor, Life Essentials

Hours: Full time (37.5 hours per week, non-exempt position)

Brief Description:

Front door activity assessment, development, implementation, evaluation, and supervision of the program's Guardianship, Chums, and Senior Outreach components to enhance effective service delivery, response to community needs, reduce isolation and ensure person-centered service plan delivery to individuals.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive)

1. Maintain authorized and qualified staff to achieve mission and objectives of the program
2. Provide assessment services according to professional standards of practice with quality standards met
3. Hire, orient, direct, evaluate and supervise staff in program
4. Review case situations to assure client needs, as well as state, county and national standards, are met
5. Conduct team meetings and individual staff meetings
6. Be available 24/7
7. Complete assessment and front door activities including assignment of duties
8. Coordinate support staff coverage as needed
9. Assist in maintaining effective liaisons with Probate Court and social service agencies including funding providers
10. Maintain front door standards and alignment including well-being of staff and individuals served
11. Develop policies
12. Act as a liaison

Minimum Requirements:

- Bachelor's degree in Social Work or related experience
- At least one year supervisory or related progression experience
- Knowledge of guardianship, Chums, mental health and senior programs
- Knowledge of care management and crisis intervention
- Ability to work with a variety of people with different backgrounds, expectations, and education levels
- Knowledge of Guardianship State Competency and Guardianship of the Person
- Ability to build relationships and provide advocacy
- Ability to evaluate and work with staff in a professional manner
- Ability to develop policy and procedures
- Ability to hire and manage staffing

Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Avenue, Dayton OH 45402
or e-mail to jobs@cssmv.org or fax to 937.222.6750