



Employment Opportunity

Location of Job:	Brewster, New York
Employer:	Maternal Infant Services Network (MiSN)
Program Name:	Healthy Families NY, Putnam County
Job Title:	Healthy Families NY Program Supervisor
Description of Duties:	<p>MiSN is a community based not-for-profit dedicated to health and wellness across the lifespan and access to health care for all. It offers programs throughout the Mid-Hudson region. Under the direction of the Program Manager the Program Supervisor directs program staff in the implementation of the Healthy Families New York program in Putnam County. Healthy Families is a home visiting program to provide information and support during pregnancy and early childhood to reduce the risk of child neglect and abuse.</p> <p>We are looking for a supervisor who is innovative, a team player, independent when needed, flexible, and someone who embodies positivity in the work place.</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Provides direct weekly supervision of Family Support Specialist and/or Family Resource Specialist. • Schedules and directs work of Family Support Specialist and/or Family Resource Specialist. • Assists in interviewing, hiring, evaluating, and with training of Family Support Specialist and/or Family Resource Specialist. • Conduct family assessments /parent surveys when needed.

	<ul style="list-style-type: none"> • Provides supervision, case management and monitoring of Family Support Specialist and/or Family Resource Specialist performance. • Maintains a work environment that provides maximum safety and health. • Ensures that staff has needed resources. • Conducts or arranges for family and child assessments conducted during home visiting. • Conducts participant record reviews and maintains required data collection systems up to date. • Provides documentation on services needed by and provided to each family. • Responsible for making home visits when workers are out on leave / on vacation, or there is a vacancy in order to ensure that families are being served. • Responsible for conducting home visits with family support specialists and family resource specialists in order to conduct quality assurance. • Assumes a major role in quality assurance and works together with the program director and other program supervisor in order to make informed decisions that will benefit the program. • Is open to suggestions and feedback given in order to enhance work performance. • The ideal candidate will positively represent the program during presentations, advisory board meetings, and community meetings with other agencies. • Performs other related duties as assigned. • May be required to carry a small caseload of families. • State travel is required for training and program related meetings with overnight stay.
Hours:	9:00am-5:00pm Flexibility for evening hours is required for training/participant schedules, and program events. State travel may be required for training and state meetings with overnight stay.
Salary:	Range: \$65,000.00 - \$67,000.00

Minimum Requirements:	<ul style="list-style-type: none">• Master’s degree in Social work, early childhood education, or human services preferred with 3 years of experience working with families and young children or BA degree but enrolled in an accredited school for any of the listed master’s program. Solid understanding of and experience in supervising and motivating staff or program Interns, as well as providing support to staff in rewarding and sometimes challenging situations.• Knowledge of infant and child development, parent-child attachment, maternal-infant health and the dynamics of child abuse and neglect.• Knowledge and experience in strength-based and family-centered provision of primary prevention services, and/or direct experience as a home visitor.• Knowledge of maternal-infant health or dynamics of child abuse and neglect• Experience in providing services to culturally diverse communities/families.• Experience in home visiting with a strong background in prevention services to the 0-3 age population• Respect for and sensitive to the needs and rights of others, including those with differing cultural, racial, sexual, or ethnic identities.• Ability to establish trusting relationships and work effectively with mothers, fathers, and extended family.• Belief that children need to be nurtured.• Valid NYS Driver’s License.• Reliable personal transportation to travel within Putnam County.• Ability to lift 20 pounds.
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	<p>This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.</p> <p>This position requires in person services.</p> <p>Other important information about this vacancy: Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability, gender, gender identity or protected veteran status. We especially encourage applications from individuals who can bring diverse cultural and ethnic perspectives and experiences to our agency</p>
Preferred Requirements:	Master’s degree in Social work, early childhood education, or human services preferred with 3 years of experience working with families and young children or BA degree but enrolled in an accredited school for any of the listed master’s program.
Contact Information:	Please email resume and a cover letter to resumes@misn-ny.org
Deadline for Resumes:	Open until filled.