

Title: Social Work Supervisor

Reports to: Director of Operations

Position Type: Exempt

Job Summary:

Oversees the coordination and administration of all aspects of the social work department. Provides direct social work services to clients and direct supervision to staff related to their work with clients. Participates in program design and implementation and manages change initiatives. Leads staff by developing and communicating agency, network, and team visions, and operationalizing strategic goals. Maintains a wide range of working relationships internally and externally and advocates for client-driven and responsive services. Provides fiscal management to department as assigned. Provides oversight for grant-funded projects and other program units as assigned.

Specific Job Responsibilities:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of staff, volunteers and interns.
- Develops, facilitates and trains others in workshop curriculum and/or psycho-educational support groups.
- Provides crisis response and ongoing social work services for clients as assigned.
- Manage resource database and referral processes.
- Oversees the development of department policies, procedures, guidelines, and standards.
- Analyzes data and utilizes/prepares a variety of reports to assist with evaluating services and capacity; uses data on an on-going basis in planning, implementation and review of team members and processes.
- Represents the department to the public, other agencies and partners; prepares and delivers presentations and conducts facility and program tours.
- Maintains and improves relationships with external agencies and other community groups to mediate differences and seek modifications.
- Collaborate with internal teams and provide ongoing support.
- Manages the fiscal component of the department by monitoring financial activities, preparing insight on fiscal impacts, and sourcing funding opportunities and other program sustainability resources as assigned.
- Collaborate with Grants Manager and Development Department and provide oversight to grant funded projects as assigned.
- Ensures compliance with codes, regulations and laws.

Job Requirements:

- Strong organizational, problem solving and decision-making skills.
- Ability to multi-task and work in a fast paced, demanding environment.
- Knowledge of supervisory, executive and strategic leadership principles, practices and techniques.
- Knowledge of budgeting, procurement and staff management.
- Comfortable and experienced in giving oral presentations to a variety of audiences.
- Ability to work respectfully and effectively with a variety of individuals including clients, volunteers, staff, board members, donors and community partners.
- Knowledge of applicable federal, state and local laws, codes, regulations.
- Experience with human services software, (ex. Apricot).
- Physical duties including lifting, standing, etc. may be required.

Qualifications:

Master's Degree in Social Work –or- equivalent combination of education and experience sufficient to perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

Experience in non-profit organizations and knowledge of issues impacting women required. Clinical and assessment skills required. Basic computer skills and excellent written and verbal communication skills required. Extensive knowledge of community resources required. Skill working with diverse populations required. Must be able to pass a background check and fingerprint clearance.

Notice: This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. The employee will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor. Fresh Start reserves the right to change this job description at any time. This job description supersedes prior job descriptions. Reasonable accommodations can be made for a disability that is affected by the above stated job responsibilities and/or qualifications.

Please send a cover letter and resume to resumes@fswf.org with Social Work Supervisor in the subject line