

LAKE COUNTY HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: TRIBAL HOME VISITING FAMILY ADVOCATE SUPERVISOR
DEPARTMENT: HUMAN SERVICES
SUPERVISOR: TRIBAL HOME VISITING PROGRAM MANAGER
SUPERVISES: FAMILY ADVOCATE STAFF
CLASSIFICATION: FULL-TIME EXEMPT

POSITION SUMMARY: The Family Advocate Supervisor works closely with THV Program Manager. The Family Advocate Supervisor is responsible for the day-to-day operations of the Gouk-Gumu Xolpelema/Partnership with Parents Tribal home visiting program. Provides direct supervision to Family Advocate staff using the Parent Child Assistance Program home visiting model, Conscious Discipline and Circle of Security curriculums for the Home Visiting Program. The Family Advocate Supervisor with the Program Manager will ensure staff development and supervision of Program personnel; coordinate Program activities and events; participate as needed in communications with the Evaluator, Federal project and technical assistance staff. This position is funded through the HRSA/ACF Tribal Home Visiting Cooperative Agreement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- As part of the THV Team, coordinate Program implementation activities.
- Supervise a staff of 3.5 Family Advocates to serve between 35-50 actively enrolled clients and their families. Conduct weekly supervision and daily support of THV staff.
- Responsible for direct client services, including carrying a caseload of 6-8 clients and their families, managing staff caseloads, recruiting and enrolling families, and conducting intake and exit interviews.
- Work with the Program Manager to plan for and implement on-going staff training and development to enhance job performance.
- Work with Program Manager to maintain and update documentation of THV program protocols, policies and procedures. Responsible for maintaining HIPAA and other privacy and confidentiality protocols with appropriate informed consents.
- Conduct weekly team meetings with Program Manager.
- Make recommendations on program enhancements and new approaches to improve program quality and parent experience in home visiting.
- Supervise all aspects of data collection by staff. Work with Program Manager and Project Assistant/Data Coordinator to ensure complete and timely data collection, and input into database.
- Make recommendations for database modifications to meet program needs.
- With Program Manager, Evaluator and Project Assistant/Data Coordinator, implement requirements for DGIS Benchmark Data Reporting.
- Work closely with THV Program Manager, Evaluator and Project Assistant/Data Coordinator to monitor the Program's progress and quantify outcomes as part of required continuous quality improvement (CQI) collaborative and MUSE implementation study.

- Work with the Program Manager to provide grant management, including regular communication with Federal Project Officer, Technical Assistance providers, and meeting all federal reporting requirements.
- With Program Manager, maintain ongoing interaction with PCAP home visiting model developer at University of Washington to ensure fidelity in implementation.
- Coordinate communication among Program staff, clients, LCTHC staff, and other service providers working with the Program's clients.
- Provide advocacy services for the Program and clients with other agencies and resources.
- Work with the Program Manager to host quarterly Tribal Advisory meetings.
- Attend selected regular community meetings to promote and inform others about the THV Program and coordinate services with partner agencies.
- Attend annual Grantee meeting.

EDUCATION AND EXPERIENCE:

Bachelor of the Arts or Science degree in social work, human services, early childhood education or related field. Minimum of five years of experience in the fields of social work, counseling, substance abuse, or human services is required. Relevant experience should include home visitation, substance abuse counseling, advocacy, working with socio-economically diverse populations, knowledge of community resources, and resource and referral services. Experience facilitating or conducting group learning; and working cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance program effectiveness. Strong writing and communication skills. Demonstrated ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. Demonstrated ability to effectively engage with diverse individuals and their families. Ability to maintain confidentiality, and conduct interviews covering extreme sensitive and confidential issues. Strong organizational and time management skills. Strong computer skills, especially Excel and database management systems. Must have a valid driver's license and vehicle with insurance.

LANGUAGE SKILLS:

Must possess excellent communication skills, both in verbal and written formats. Must be able to communicate effectively and sensitively with culturally and economically diverse populations.

OTHER SKILLS AND ABILITIES:

Must be able to work with all ages of the American Indian/Alaska Native population. In depth knowledge of the AIAN population is required. Must be able to use the IHS RPMS/ BH System for documentation and have excellent record keeping and documentation skills. In addition, must be able to prioritize multiple responsibilities, meet deadlines, make independent decisions to solve complex problems.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, talk or hear and to use hands to write, type, use a computer, and use a telephone. Driving substantial distances for outreach visits or transporting clients for treatment related purposes is required. The employee is

occasionally required to stand, walk, and reach with hands and arms. Vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet.

INDIAN PREFERENCE:

Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC.

Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date