



POSITION DESCRIPTION

TITLE: Foster Care Clinical Supervisor		SUPERVISOR: Director of Foster Care & Clinical Services	
PIN:	DIVISION: Community & Family Living Supports	DEPARTMENT: Foster Care	
JOB CODE:	GRADE: K	EEO CODE: 1	FLSA STATUS: Exempt
DIV. DIR. APPROVAL:		EFFECTIVE DATE:	
HR APPROVAL: Stephanie Porter			

POSITION SUMMARY:

To provide support and consultation to the social work staff in accordance with family-centered, child-focused approach to service delivery. Assumes ultimate responsibility for all of supervisees' clinical, case management and therapeutic interventions with the child, foster family and biological family.

DUTIES & RESPONSIBILITIES:

1. Provide regular support and guidance to the social worker through weekly supervisory meetings.
2. Provide training for staff and foster parents as needed.
3. Take ultimate responsibility for insuring that services are provided to each child in accordance with the written service plan.
4. Insure that all appropriate case records and documentation are maintained in accordance with state regulations and agency policies and procedures.
5. Oversee and support the social worker as treatment team leader and share ultimate responsibility for team plans and decisions.
6. Participate in the placement process as a member of the admissions team.
7. Together with other professional staff, be on-call on a rotating basis to the social work staff on a 24 hour a day, 7 day a week basis.
8. Provide on-going clinical education to supervisees, including leading clinical team meetings.
9. Conduct annual and probationary performance evaluations on staff.
10. Complete all agency required trainings for position.

- 11. Support and facilitate relationships between foster and biological families.
- 12. Perform other duties as assigned by supervisor.

EDUCATION & EXPERIENCE:

- Licensed Certified Social Worker-Clinical (LCSW-C) in the State of Maryland with a Master’s degree in Social Work from an accredited college or university.
- At least two years post graduate experience in a clinical setting and be State eligible to serve as a Social Work Supervisor.
- Must have strong foundation of clinical skills. Excellent oral communication and organizational skills. Knowledge of Microsoft Office Suite and database maintenance.

WORKING CONDITIONS:

- This position is both office and community based. Some travel throughout then Baltimore/Metropolitan area.
- Occasional mild physical demands.
- Some nights, evenings, weekends required.
- Maryland driver’s license and reliable transportation required.

ACKNOWLEDGEMENT:

I acknowledge that I have read, understand, and received a copy of this job description.

Employee Printed Name

Employee Signature

Date

Witness Printed Name

Witness Signature

Date

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