**Family Service Supervisor – Job Posting**

Alta Head Start is seeking an individual to serve as a direct resource point for our Family and Community Services Manager, assisting with the responsibilities of overseeing the daily operations of the Family and Community Services (FCS) department within the Head Start program. This includes assisting in coordinating the delivery of social services to Head Start families, the case management process, community resource referral processes, etc. They will be responsible for working with the FCS Manager to create new and/or improve existing programming and processes to better serve Head Start families. They will be responsible for the direct supervision of a group of Family Advocates, as well as, maintaining an assigned case load.

**Essential Functions of the position:**

* Provide on-going assistance to the Family Service Manager in areas of reporting, statistical collection and analysis, project development and implementation, and departmental progress.
* Provides direct supervision to a group of Family Advocates.
* Utilize Child Plus software system to monitor services provided to Head Start families and assists in utilizing Child Plus for PIR reporting.
* Serve as coach and mentor to Family Services staff to support the overall mission, vision, and goals of the agency and the department.
* Provides or arranges for appropriate training and technical assistance to staff and program parents.
* Acts as the direct link with family services staff for assisting classroom staff and home visitors with Parent Committee, socializations, and center activities.
* Participates in team management functions of planning, implementing, and evaluating Family and Community Partnership goals and objectives.
* Maintains a caseload of Head Start children and families, carrying out agency requirements for the Family Advocacy process.

**Desired Qualifications**

* Ability to effectively direct and supervise employees.
* Working knowledge of the community and resources available to Head Start parents and children.
* Ability to utilize tracking software to help make program decisions.
* Excellent written and verbal communications.
* Ability to relate to individuals of all ethnic and social-economic backgrounds.

**Education and Experience**

Must have at a minimum, Bachelor’s degree in Social Work, Human Services, Family Services, counseling or a related field, Licensed Social Work (LSW) certification preferred. Minimum of 5 years’ experience supervising employees in a social service and/or Head Start setting.