

***Olive Crest***  
**POSITION DESCRIPTION**

**POSITION:** SAFE FAMILIES Family Coach Supervisor

**DIVISION:** SAFE FAMILIES FOR CHILDREN

**REPORTS TO:** SAFE FAMILIES REGIONAL DIRECTOR

**CLASSIFICATION:** EXEMPT

**POSITIONS UNDER DIRECT SUPERVISION:** Family Coach volunteers; Counseling or social work interns

**SUMMARY OF WORK PERFORMED:** Provide supervision and training for SFFC volunteer family coaches serving in each of the partner churches. This involves the recruitment and training of family coaches, supervision of counseling or social work interns from local graduate school programs and acting as point person for working with families in crisis.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Responsible for supervising, training and supporting church coaches on all aspects of the hosting process, reviewing, monitoring and co-signing reports and covering cases on an emergency basis.
2. Responsible for reviewing and ensuring appropriate documentation and compliance in client and family files.
3. Responsible for quality of client care: to plan, develop, and administer programs such that basic, developmental, and therapeutic needs of clients in care are met; comply with agency CQI policies and procedures.
4. Under direction of Safe Families Director, implement agency policies regarding personnel and service issues, including supervision, training, and evaluation volunteers. Monitor volunteer's performance and efficiency.
5. Develop necessary documentation including creation, staff training/implementation, and revision; Ensure that client Safe Family parent files are in compliance with agency and state standards.
6. Develop and implement in-service trainings for staff and on-going training for Safe Family parents.
7. Communication with agency personnel or finance office, gathering of necessary statistics
8. Participate in and contribute to development activities and regular supervision for personal and professional growth.
9. Manage child referrals and placements service
10. Assist in processing referral and matching placements.
11. Supervising graduate level counseling interns and ensuring their practicum goals/hours are met
12. Perform other duties as assigned by supervision or other management.
13. Reports to the Safe Families Washington Regional Director

**REQUIRED QUALIFICATIONS:**

1. A Master's degree from an accredited college or university in one of the following: Social Work; Social Welfare; Marriage, Family and Child Counseling; Child Psychology; Child Development; Counseling Psychology; Social Psychology; Clinical Psychology; Educational Psychology; or Education with an emphasis in counseling or extensive experience in these fields.

A philosophy of support for abused children in line with values, mission and treatment philosophy of Olive Crest.

Must have a management philosophy that respects the value of people and seeks to maximize their potential in the work place.

Needs to be able to communicate and work effectively with all members of the child care team including Safe Family parents, biological parents, guardians, other agency workers, and Olive Crest staff. Good writing, computer, and organizational skills are essential.

**DESIRED QUALIFICATIONS:**

1. Prior supervisory experience preferred.
2. Managerial experience in a culturally diverse work place.

This job description is not intended to be all inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Olive Crest may be terminated at will by the employee or Olive Crest at any time with or without cause and with or without notice.

---

DATE

---

EMPLOYEE PRINTED NAME

---

EMPLOYEE SIGNATURE