



## Program Supervisor

Relief Nursery, Inc

Job Description

**Position:** Program Supervisor  
**FTE:** 1.00  
**Reports to:** Program Director  
**Evaluated by:** Program Director  
**Contact:** Ray Brown - raybr@reliefnursery.org

**Responsibilities:** The Program Supervisor is responsible, under the supervision of the Program Director, for the implementation, and coordination of service delivery; personnel development and supervision; documentation and reporting; and community networking and outreach, related to the Accessing Success, and Addiction Recovery Team programs. Provides assistance to staff in crisis and emergency situations. Oversees and/or provides clinical supervision to Alcohol & Drug Specialists, Peer Support Interventionist, and A&D Outreach workers. Implements, oversees and/or performs a variety of activities to support Nursery programs. Facilitate and teach Peer Support Specialist training to staff and community members.

### **Requirements:**

1. Education & Experience: Bachelor's degree or the equivalent in social services emphasizing course work in substance abuse and counseling, or related field. Four years experience working in A & D arena including experience with high-risk population, and home visiting experience along with one year of supervisory and/or administrative responsibilities. Or, any combination of experience, life experience and/or training which would provide the required knowledge, skill, and abilities.
2. Good organizational skills.
3. Good judgment and common sense; the ability to respond effectively to emergent and  
Crisis situations.
4. Dependability and flexibility.
5. Must be able to demonstrate continuous sobriety for the past immediate 4 years.
6. Certifications: CADCI preferred and or required within the first year of hire date.
7. Valid driver's license and insurance.

### **Knowledge, Skills and Abilities:**

1. Ability to write clearly, concisely, and to communicate effectively both orally and in  
Writing.
2. Positive attitude towards work, initiative, personal balance, ability to adapt and work  
Effectively under pressure.
3. Relate tactfully, confidently, sensitively and non-judgmentally to young children  
And their families.



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4. Work well with parents, children, staff and volunteers from diverse backgrounds.
5. Problem solve and develops creative approaches.
6. Work independently and as a team member.
7. Knowledge of other local social service agencies.
  
8. Knowledge of Substance Abuse and prevention, family structures, individual/couples and Group counseling principles and methods.
9. Assemble and organize factual information, prepare clear and precise reports.
10. Ability to delegate and train others.
11. Skills in monitoring the progress and impact of the Accessing Success Programs.
  - a. Positive work behaviors
    1. Demonstration of positive, optimistic attitude.
    2. Listens actively and uses conflict resolution skills.
  - b. Supervisory skills
    1. Instills positive, optimistic attitude in staff.
    2. Transmits sense of mission to work team.
    3. Supports staff.
    4. Monitors team performance.
    5. Encourages team participation.
    6. Annually appraises individual performances of program staff.

### **Program Planning, Implementation, and Coordination:**

1. Schedule sessions for the Accessing Success Programs, notify staff and families of the schedule.
2. Supervise staff in the development and implementation of their knowledge and education of current substance abuse and prevention including:
  - a. helping staff identify goals for their clients;
  - b. developing and revising forms for use in Accessing Success, and Addiction Recovery Team;
  - c. monitoring the daily implementation of plans;
  - d. monitoring the implementation of written activities;
  - e. monitoring intervention in all program activities;
  - f. Monitor staff in maintaining client files.
3. Supervise Accessing Success workers in The implementation of home visits, case management, interventions and goal planning for high-risk parents. Includes monitoring of written documentation, home visits, training needs, and completion of various job requirements in a timely fashion.
4. Coordinate the assessment of clients participating in Relief Nursery Programs by:
  - a. assuring the Interventionist assess clients and families needs;



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- b. Assuring that Interventionist identify in writing individual goals of clients in their home and community settings.
5. Coordinating referrals and transitions from the program by:
  - a. assuring releases are signed before releasing verbal or written information;
  - b. helping Interventionists make case management decisions during staffings;
  - c. keeping an up-to-date file on available resources in the community;
  - d. writing letters to other agencies on behalf of clients at the Relief Nursery (at the request of the clients);
  - e. contacting other agencies on behalf of the clients;
  - f. reporting all cases of suspected abuse and neglect in accordance with Oregon statutes;
6. Maintain knowledge of best practice in the areas of:
  - a. family focused assessment, programming, intervention, and evaluation;
  - b. current expectations and/or changes in Alcohol & Drug Treatment requirements;
  - c. Trends in intervention with environmentally at-risk and abusive families.
7. Maintain standards required by certifying agencies including:
  - a. State of Oregon's Department of Human Services Child Welfare.
8. Plans and implements the Nursery's goals and objectives as they relate to the Nursery's Service delivery programs.
9. Ensures program components are compatible with the Agency's philosophy and grant requirements; maintains standards required by certifying agencies.

### **Personnel Development and Supervision:**

1. Plan in writing and conduct staff meetings, community meetings and individual staffings.
2. Individual and group supervision of Peer Support Interventionists, Alcohol & Drug Specialists, and A&D Outreach Workers.
3. Provide observation and feedback to Interventionists while on both routine and crisis Home visits.
4. Maintain placement opportunities and coordinate supervision for LCC & University of Oregon students.
5. Inform staff about local, regional and national training opportunities.
6. Arrange Nursery schedule to accommodate staff training.
7. Meet to coordinate staffing, and other logistical considerations.
8. Inform the Executive Director and the Program Director of staff achievements, issues and concerns.



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9. Hires, assigns, discharges, or disciplines employees, or recommends such actions; provides staff orientation and evaluates staff training needs, completes performance evaluations.
10. Provides on-going training for employees after initial placement in positions.
11. Design and formulate Alcohol & Drug training module and deliver to various Relief Nursery staff sites state wide.
12. Acts as acting Program Director in her/his absence.
13. Maintains budget for assigned program areas.
14. Assists staff with difficult and crisis situations.

### **Referrals, Outreach and Networking:**

The Program Supervisor will actively maintain community and professional affiliations by:

1. Selectively attending or assigning staff to attend at least one other council or organization that meets for the purpose of dealing with issues pertaining to substance abuse or prevention.
2. Attending other State or local meetings as requested by the Executive Director and/or the Program Director.
3. Collaborating with child welfare to provide services for high risk Children and Families.
4. Presenting information, verbally and in writing about environmental risks, child abuse, Alcohol & Drug and the Relief Nursery intervention programs to community members, local, state, and federal officials, and colleagues as opportunities dictate.
5. Making referrals to other agencies when appropriate and responding to referrals from other agencies in a timely fashion.

Relief Nursery offers paid medical and dental after 60 days, generous vacation, sick, personal leave and 403b benefit package for all full time employees.

Pre-employment drug screen and criminal background check required. Closing date: will remain open until filled. Send resume and cover letter to: Relief Nursery, Attn: Ray, 1720 W.25th Ave. Eugene, Oregon. 97405.