

- E/BFSC – PD.FSM  
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3. **Program Compliance:** (i) Manages programs in compliance with contract requirements and local and federal guidelines; (ii) monitors external and internal systems to track statistical program data and case information for consistency and compliance; (iii) reviews weekly data reports and supports staff in making necessary adjustments to ensure compliance with practice standards; (iv) provides program information for audits, quarterly reviews, new initiatives, proposals and RFPs; (v) prepares reports, as necessary, for assigned programs in compliance with contracts and guidelines; (vi) monitors spending as defined by the approved budget to ensure program maintains fiscal goals; (vii) develops, manages, and monitors internal systems to ensure appropriate service provision; (viii) monitors current systems (i.e. intake, staff training and orientation) and makes necessary changes based on their suitability. **(10%)**
4. **Staff Supervision:** (i) Provides administrative and clinical supervision to direct services staff to increase capacity to effectively manage workloads and promote personal and professional development; (ii) monitors work schedules to ensure necessary staffing levels and adherence to FLSA guidelines; (iii) Maintains accountability for assigned staff and personnel requirements including adherence to policies and procedures; (iv) monitors performance and initiates disciplinary action, as needed ; (v) conducts performance evaluations within required time frames, provides staff with ongoing performance feedback and evaluation and supports staff with remediation of areas in need of improvement to achieve desired outcomes and meet contractual obligations; and (vi) assists staff with creation and implementation of plans for professional development. **(20%)**
5. **Documentation and Reporting:** (i) Maintain accurate paper and electronic records of all program contacts and activities; (ii) organize information in a clear and concise manner; (iii) complete appropriate assessments in accordance with established agency and citywide practice standards; (iv) document all efforts in accordance with established agency and citywide practice standards; (v) comply with case audit and reporting procedures; (vi) maintain minimum compliance for reporting standards. **(30%)**
6. **Community Engagement:** (i) Assist in the development and dissemination of program and organizational materials that highlight the services and programs of E/BFSC; (ii) attend community/neighborhood meetings and events as requested to keep abreast of programs, projects and community resources; (iii) promote public participation and involvement by residents and community stakeholders in E/BFSC and other community events and meetings; (iv) serve as a representative on behalf of E/BFSC at community-based events and meetings; (v) provide resource information for maintenance of a community resource database. **(5%)**
7. **Training and Professional Development:** (i) Identify and attend trainings and professional development activities to increase knowledge and skills relevant to this position, including those provided by CFSA, HFTC, E/BFSC and other entities; (ii) apply and disseminate acquired knowledge and skill sets among colleagues and families; (iii) attend case reviews, staff meetings and supervision on a regular basis; (iv) participate in annual performance evaluation and goal-setting for professional development. **(5%)**
8. Adheres to established E/BFSC policies, procedures and work habits as outlined in the Employee Manual, Evaluation Form and other written E/BFSC directives
9. Report any suspected child abuse or neglect as mandated by law.
10. Incumbent may be required to perform other duties and special assignments not specifically stated on this position description.

### **Measurable Results**

E/BFSC uses a strong '**Results First**' focus to ensure all employees have clarity on the agency's desired results and what they are to achieve in their position. E/BFSC intentionally focuses on individual and team results, in addition to job duties and activities. Listed below are the organization's desired results expected to be achieved by our program participants as supported by the efforts of E/BFSC staff:

Families served by E/BFSC will:

- 1) Have stable housing
- 2) Have sufficient income or be on a path to a living wage
- 3) Demonstrate intentional behaviors that build on their strengths, capacities and resiliencies
- 4) Have a healthy interdependence with the community
- 5) Have children who are safe and thriving

### **Qualifications Required**

- Master's degree in Social Work (MSW)
- Licensed Graduate Social Worker (LGSW) (Licensed Independent Clinical Social Worker [LICSW] preferred) in the District of Columbia with experience working in a community-based setting and a minimum of five (5) years of supervisory experience
- Preference given to Washington DC residents; Additional preference given to Ward 5 and 6 residents
- Training in motivational interviewing, family systems theory, and strengths-based approach to social work practice
- Valid driver's license, copy of driving record and proof of valid auto insurance
- Police, FBI and Child Abuse Registry clearances
- TB screening
- Drug and alcohol screening
- Availability during some evenings and weekends

### **Skills and Competencies Required**

- Ability to implement vision, think strategically, creatively problem solve, and lead change;
- Outstanding relationship management skills to include the ability to develop effective working relationships with senior management, staff and volunteers;
- Excellent oral and written communication skills that foster credibility with donors, business groups, government officials, community stakeholders;
- Experience in planning and developing effective programs;
- Commitment to program assessment to show measurable outcomes and results and inform programming;
- Successfully supervise and mentor staff and support professional and leadership development;
- Demonstrated project and contract management experience;
- Ability to work independently, as well as collaboratively in a deadline driven environment;
- Demonstrated cultural competence and responsiveness;
- Demonstrated commitment to service and the well-being of families and communities.

## **EDGEWOOD/BROOKLAND FAMILY SUPPORT COLLABORATIVE**

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This position description is intended to be an accurate reflection of the current job; however, it is not necessarily an exhaustive list of duties, responsibilities, activities, qualifications, or skills associated with the job. Management reserves the right to revise this position description or to require that other or different tasks are performed as changing circumstances warrant.

## EDGEWOOD/BROOKLAND FAMILY SUPPORT COLLABORATIVE

### ADA Requirements

Knowledge	Occasionally	Frequently	Constantly
Reading, speaking, writing English			X
Communication skills			X
Computers		X	
Physical			
Walking			X
Bending		X	
Standing		X	
Sitting		X	
Driving		X	
Lifting up to 50 lbs. with or without assistance	X		
Stretching/reaching	X		
Distinguishing smell/temperature		X	
Hearing/seeing			X
Exposure to bloodborne pathogens and infectious disease	X		
Exposure to hazardous material	N/A		
Climbing		X	
Hand/finger dexterity		X	
Stooping (bending at waist)	X		
Sensory Activities			
Talking in person			X
Talking on the telephone			X
Hearing in person			X
Hearing on the telephone			X
Vision for close work		X	

I HAVE READ, UNDERSTAND AND ACCEPT THIS POSITION DESCRIPTION, a signed copy of which has been provided to me.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Program Director Signature/Date

\_\_\_\_\_  
Human Resources Signature/Date