

# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Job Description



Job Title:	<b>SDS Direct Services Programs Supervisor</b>		
Department:	<b>Senior &amp; Disability Services (SDS)</b>		
Location:	<b>Central Point, OR</b>		
Reports to:	<b>SDS Director</b>	Travel Required:	<b>Yes</b>
Last updated:	<b>12/12/2018</b>	Classification:	<b>18</b>
Direct Reports: <b>ADRC &amp; Options Counselors, PEARLS Behavioral Health Specialists, SDS Service Coordinators</b>	Type of position: <b>Full-time</b> Part-time Limited Duration On-Call Intern	Hours: <b>40 hours / week</b> <b>Exempt</b> Non-exempt	
<b>GENERAL DESCRIPTION</b>			
<p>Provides direction, coordination, organization, and/or delivery of direct service programs under the leadership of the Director of SDS and in collaboration with all grantors/funders. Plans, develops, and manages programs, resources and new initiatives together with various local community and regional partners, state and federal collaborations, and all stakeholders. Provides supervision for direct reports. Recruits and monitors development of volunteer or internship opportunities. Oversees promotional activities and monitors web-based and printed materials and delivery of promotional presentations.</p>			
<b>ESSENTIAL JOB FUNCTIONS</b>			
<ol style="list-style-type: none"> <li>1. Provide program staff supervision for ADRC &amp; Options Counseling, Oregon Project Independence (OPI), OPI People with Disabilities (OPI PWD), Older Americans Act (OAA) Family Caregiver Support Services (FCG), Powerful Tools, STAR-C, and the Veteran's Directed Care (VD-HCBS).</li> <li>2. Oversees the sustainability planning and promotion of all programs listed above and coordinates team delivery of new programs. Participates in the research of outcome measures across the region. Directs clinical support and monitoring.</li> <li>3. In conjunction with SDS Living Well Program Supervisor, develops sustainability initiatives, collaborations and projects. <ul style="list-style-type: none"> <li>• Develops and implements resource development strategies including reimbursable payments from CCOs, health care management programs, mental health, PEBB, and other potential sources as well as private and public grants.</li> <li>• Identifies, develops and coordinates partnerships with local community organizations and state departments to implement and collaborate on health promotions programs. Develops and implements closed loop referral reports and research to evaluate outcome measures of interest to partners while maintaining the fidelity of programs.</li> <li>• Participates in statewide networks and forums as necessary to ensure long-term viability of Evidence-Based health promotion programs.</li> <li>• Monitors the development and delivery of all promotional materials including websites.</li> </ul> </li> <li>4. Identifies access barriers to health promotion programs and develops plans to coordinate and implement new resources for these underserved populations.</li> <li>5. Provides LCSW clinical consultation and supervision for PEARLS Specialist and Mental Health MSW, Reach Out staff, other MSW staff, and MSW candidate student interns.</li> </ol>			
<b>AUXILIARY JOB FUNCTIONS</b>			
Other related tasks as assigned.			

## **SUPERVISORY RESPONSIBILITIES**

Supervises SDS staff, as assigned. Utilizes SDS Service Coordinator Leads to manage day-to-day operations of respective programs. Coordinates with SDS Operations Manager and Living Well Coordinator Supervisor as indicated. Supervises interns as appropriate.

## **SUPERVISION RECEIVED**

Receives supervision from the SDS Director.

## **RELATIONSHIP TO OTHERS**

Maintains frequent contact with Agency management and staff, state and local officials, clients, member jurisdictions, outside agencies, business representatives, and the general public. Works closely with the SDS Operations Manager when appropriate.

## **ACCOMMODATIONS**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of the job

## **MINIMUM QUALIFICATIONS**

### **EDUCATION, TRAINING, AND EXPERIENCE**

1. Education: Master's degree in Social Work, Psychology, Education, or Nursing. Licensed Clinical Social Worker certification preferred.
2. Experience: A minimum of 5 years of progressively responsible experience.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities to perform the duties of the job proficiently may substitute for the above requirements.

### **SPECIAL REQUIREMENTS**

1. License: Possession of, or the ability to obtain and retain an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

1. The problems and issues confronting the elderly and people with disabilities in the local community;
2. Community resources and related health services;
3. The theory and practice of social services delivery;
4. Methods to recruit, train, and coordinate volunteers; and
5. Confidentiality rules regarding participants and the ability to adhere to these rules.

#### Related skills:

1. Excellent consultative skills with an ability to identify resource needs and take appropriate action;
2. Demonstrated leadership and mentoring skills;
3. Microsoft Word and Excel, database and spreadsheet software;
4. Research skills and the ability to present information appropriately to various audiences;

5. Exceptional listening skills;
6. Performance of psycho/social assessments; and
7. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional and polite manner.

Ability to:

4. Work independently, diplomatically, and handle multiple priorities and a high volume of work;
5. Effectively supervise staff to ensure adherence to RVCOG's rules and procedures;
6. Establish and model a collaborative and respectful atmosphere within the department;
7. Effectively communicate verbally and in writing;
8. Organize and facilitate effective trainings and workshops;
9. Exercise good time management skills in order to accomplish both daily tasks and on-going projects;
10. Interact and work with a culturally diverse population;
11. Develop and implement marketing strategies to promote the programs, including making public presentations; and
12. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people. Establish and maintain effective working relationships with employees, other agencies and general public.

**PHYSICAL DEMANDS**

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

**WORK ENVIRONMENT**

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states may occasionally be required, and attendance at evening and weekend meetings or events may also be necessary.

**ADDITIONAL INFORMATION**

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY:	<b>Laura O'Bryon</b>	Date: <b>01/10/2019</b>	<b>SDS Director</b>
REVIEWED BY:	<b>Ann Marie Alfrey</b>	Date: <b>01/10/2019</b>	<b>Internal Services Director</b>
Address:	<b>Administration Department/Human Resources 155 N. 1<sup>st</sup> Street PO Box 3275 Central Point, OR 97502</b>	Telephone: <b>541-664-6674</b>	Fax: <b>541-664-7927</b>