



**Healthy Families Supervisor, Full Time Permanent (1.0 FTE)
Competition #HFSUP-010419**

The Children's Cottage Society of Calgary provides crisis nursery, respite, shelter and community support programs for vulnerable children and their families. To achieve our vision of "Safe Children in Healthy Families", we are looking for a strong leader to join our organization as a Supervisor with the Healthy Families Home Visitation Program.

EDUCATION: Bachelor's Degree in a Human Services field, or Diploma with additional experience.

EXPERIENCE:

1. At least 3 years of supervisory experience, preferably with a community-based family program.
2. Strong knowledge of early childhood development and promoting positive parenting.
3. Experience with providing in-home visitation support to families with complex needs.
4. Experience working with child protective services.
5. Strong knowledge of child and family serving community resources.
6. Excellent interpersonal and oral / written communications skills.
7. Proficient computer skills.
8. Experience with using a client data base (experience with 'Efforts to Outcomes' data base is an asset).
9. Valid driver's license and use of own vehicle.

RESPONSIBILITIES:

1. Monitoring the work performance of team of six Healthy Families Home Visitors through the provision of supervision, annual performance reviews, mentoring and coaching.
2. Working cooperatively as part of a three-Supervisor team within the Healthy Families program.
3. Providing one-on-one supervision to assigned Home Visitors on a bi-weekly basis.
4. Assisting in coordinating and facilitating semi-monthly program team meetings.
5. Ensuring that Home Visitors meet client service and program quality standards.
6. Coordinating and ensuring staff training and professional development.
7. Participating on the Children's Cottage leadership team and representing the program within the Supervisors' team of the Calgary Healthy Families Collaborative.
8. Supporting and monitoring complete and accurate data entry by Home Visitors into the agency's Efforts to Outcomes (ETO) database.
9. Ensuring that complete and accurate data is collected for submission to the Calgary Healthy Families Collaborative and assisting with agency program report preparation.
10. Working collaboratively with Calgary Child and Family Services and key community stakeholders.

Application Deadline: until a suitable candidate is found

We appreciate the interest of all applicants however will only contact those invited for an interview.

Please send a cover letter and resume quoting competition # **HFSUP-010419** to

Lisa Garrisen, Director of Programs: lgarrisen@childrencottage.ab.ca

For more information about the Children's Cottage, please visit: www.childrencottage.ab.ca