

Council of Spanish Speaking Organizations, Inc.  
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Position Title: **Family Foster Care Supervisor**  
Reports to: Family Services Program Director  
Supervises: All Family Foster Care Staff  
Work Week: 37.5 hrs/week, frequent evening work, occasional extended hours,  
weekends  
Salary Range: 40-45K + comprehensive fringe benefits package.

#### DUTIES

- Implement policies, procedures and services required under contract with the Philadelphia Department of Human Services (DHS) and Pennsylvania's Department of Public Welfare, including billing and fiscal reporting;
- Supervise, train and evaluate staff;
- Develop and administer standards and procedures related to personnel;
- Insure program compliance with standards and procedures criteria on an annual basis as mandated by the agency, the Department of Human Services, Pennsylvania Department of Public Welfare and the State licensing agencies;
- Establish and maintain relationship with other agencies and organizations in community in order to meet needs and provide services;
- Make periodic home visits to monitor social workers' services in order to plan and follow a suitable course of action for such clients;
- Prepare, distribute and maintain reports as required by Program and Executive Directors;
- Conduct program staff meetings;
- Attend required training;
- Respond to emergencies after 5:00 pm and on weekends as necessary

#### QUALIFICATIONS

- Masters degree in Social Work, Public Health, Education or related field;
- Combination of two years work and supervisory experience in direct services related to adults, families, and children;
- Two years' experience in a supervisory position within a program of this nature;
- Knowledge of the social services network in Philadelphia;
- Bilingual, English and Spanish;
- Demonstrate excellent oral and written communications skills.

**Must Possess FBI/Fingerprints, Child Abuse and Criminal Clearances at time of Interview**

**COUNCIL OF SPANISH SPEAKING ORGANIZATIONS OF PHILADELPHIA IS AN  
EQUAL OPPORTUNITY EMPLOYER**