



Ho-Chunk Nation

Job Description



TITLE: Supervisor		JOB CODE: SUPV
GOVERNMENT-EMPLOYEE	EEO: 2	PAY GRADE: 20
Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation. – Resolution 08-20-13K

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."

POSITION OVERVIEW

The Supervisors of various Child and Family Services (CFS) programs are expected to not only know the laws that govern their program, but also the best practice guidelines, ethics, and how to identify boundary issues between staff and clients in addition to having a strong knowledge of Ho-Chunk values and culture. The Supervisor must maintain confidentiality and ensure staff is educated on their roles and responsibilities when it comes to the confidentiality of the children and adults that CFS serves. The Supervisor also plays an integral part of training new staff, developing standard operating procedures for their program, and being a part of the CFS team. Supervisors also collaborate with both internal and external agencies and partners and serve the community with exemplary customer service in order to begin the steps to resolving past, present, and potential traumas.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Provide a four week orientation to all new staff to ensure the ability to complete job functions and objectives.
2. Provide an annual staff training to review the program's standard operating procedures and any other policies and procedures to maintain the best practices within assigned program.
3. Review and assign all received intakes reports, referrals and requests within 24 hours of receipt.
4. Conduct case reviews every 4-6 weeks to receive updates on cases. Case consults/reviews can also be held as a "one on one" basis, as needed by staff.
5. Assure compliance with tribal, state, federal laws, social work "best practices," legislative and policy interpretation and implementation on a daily basis.
6. Ensure compliance with the Ho-Chunk Nation Employee Relations Act and personnel procedures related to hiring, employee reviews and disciplinary actions on a daily basis.
7. Monitor and attend court hearings with new staff on a consistent basis and after fully oriented as required and requested.
8. Conduct Quality Assurance Audits every 4-6 weeks or as directed by CFS Division Director.
9. Assist with other CFS programs, as needed or directed.
10. Work from CFS satellite facility at least once every other month alternating with CFS Division Director, to provide supervision and availability to staff that work in a building other than supervisor's primary job site.
11. Completes all documentation in timely manner, including but not limited to monthly and annual reports.
12. Provide leadership and exercise supervisory responsibility over assigned staff on a daily basis.



WORK PLACE RESPONSIBILITY

1. Completes all documentation in prescribed timelines.
2. Maintains a safe, healthy, and pleasant work place environment.
3. Follow mandatory reporter laws.
4. Highly capable of working independently but also as a team member.
5. Must follow chain of command.

WORKING CONDITIONS

1. Supervisor will work in the field (30% of the time) but will have office work 70% of the time.
2. Supervisor is required to travel, sometimes during inclement weather.
3. Supervisor may be required to lift up to 50 pounds infrequently.
4. Home visits must be conducted, sometimes in unsafe environments.
5. Work hours are subject to change, requiring flexibility as needed.