

Job Description

Position Title: FFT Supervisor (AL)

FLSA Status: Exempt

Position Code:

EEO Category: Professional

Reports To: Regional Director

Position Summary

The FFT Program Supervisor role provides leadership and supervision and community based intensive counseling services to youth and their families utilizing the Functional Family Therapy (FFT) Model. Oversee the day-to-day operations of designated catchment area and clinical team.

Essential Job Functions

- Manage clinical core competencies and carry a reduced caseload,
- Ensure confidentiality and HIPAA compliant FFT clinical files,
- Ensure all counseling sessions, coaching sessions and documentation are completed on time and in compliance with the FFT model and funding source requirements,
- Schedule and ensure staff adhere to FFT consultation requirements; participate in consultations,
- Ensure team's adherence to, and fidelity of, FFT model,
- Schedule home visits in an effective manner and review team's weekly itineraries
- Provide ongoing coaching and feedback to FFT Therapists,
- Facilitate individual and team supervision with the FFT therapist working group to meet FFT Inc. requirements,
- Ensure appropriate certifications, licensing and educational requirements are maintained in compliance with applicable regulatory and FFT standards and provide professional growth opportunities for staff,
- Ensure professional relationship boundaries are maintained by staff,
- Establish and maintain safety procedures and proactively address potential risk management exposures,
- Recruit, hire and train personnel; supervise and evaluate performance and ongoing development, maintain personnel files,
- Ensure operational, administrative and reporting compliance; track property, inventory and report discrepancies,
- Monitor and approve expenses, rental mileage reports and ensure timely submissions of expense reports,
- Create and maintain effective working relationships with internal and external partners,
- Perform accounting and payroll functions for the program in compliance with regulatory requirements,
- Maintain Program contracts, agreements, letters of support, leases and corp. bylaws,
- Effectively manage and participate in related board functions,



Separating a troubled past from a bright future.

- Assist with other duties as assigned.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It is not designed to be a comprehensive listing of activities, duties or responsibilities required.

Qualifications

- Master’s Degree in a licensable Human Services Field (license preferred). Meet professional standards, licensure, and certification requirements or obtain within one year from date of hire,
- Three (3) years’ work experience in a mental health field, FFT experience preferred,
- Experience working with at risk youth preferred,
- Ability to appropriately handle crisis situations,
- Satisfy criminal background check, MVR, and drug screening,
- Obtain and maintain appropriate crisis intervention training and certification as defined by AMIKids,
- Possess or obtain CPR and First Aid Certification by nationally recognized organization,
- Possess and maintain valid driver’s license in the state of employment,
- Flexibility in hours to meet families availability; including early mornings, late evenings and/or weekends,
- Ability to travel 25% of time. Frequent and extensive car travel.

Physical Requirements

Role requires the ability to stand, walk, sit, talk, and hear; use of fingers and hands to handle, write, type, reach or feel. Occasionally required to stoop, kneel, crouch or crawl, or smell. Must be able to lift and/or move up to 50 pounds. Specific vision requirements include close vision, distance vision, peripheral vision, as well as the ability to see and drive a vehicle at twilight, after dark and in varying weather conditions.

I have read and understand this job description and can perform all the duties listed with or without reasonable accommodations.

Print Employee Name	Employee Signature	Date
Manager/Supervisor Signature		Date