



Title: Supervisory Social Worker

FLSA Status: Grant Funded (initial duration-one year)

Reports To: Director, Special Initiatives and leadership from partner agencies

Department: Strategic Initiatives

General Description:

The Supervisory Social Worker is a full time position in the Strategic Initiatives Department of the DC Trust. The Supervisory Social Worker works directly with case managers, compliance officers and grantees throughout the program year to include: supervision of case managers, oversight of case management plans, monitoring performance and compliance of Grantees, and providing technical assistance when necessary.

The Trust will partner with Alternatives to the Court Experience program to provide diversion programming for youth in order for them to avoid deeper juvenile justice involvement.

The primary responsibilities of the Supervisory Social Worker will be management of up to six (5) Master of Social Work level case managers, as well as development, monitoring and oversight of case management plans of care for diverted youth. The Supervisory Social Worker will also be part of the team that monitors the performance and compliance of grantees and provides technical assistance to grantees and case managers when necessary. Additionally, the Supervisory Social Worker may represent the Trust at District of Columbia Council Hearings, funder meetings and local conferences as needed.

Specific (Essential) Responsibilities:

- Manage up to (6) Master of Social Work level case managers to include:
 - Oversight of caseload
 - Oversight of individual case plans for diverted youth
 - Training and technical assistance where needed
- Assist with ACE panel discussions and decisions about plan of care for diverted youth
- Make home visits to diverted youth and their families
- Using the Child And Adolescent Functional Assessment Scale (CAFAS), perform assessments on diverted youth
- Answer specific program related questions from youth, families and other stakeholders by phone/email and attend meetings.
- Assist in the development of Request for Proposals (RFPs), co-facilitate Technical Assistance Sessions, and manage the review, selection and grant/contract award processes.



- Assist in the monitoring the performance and compliance of grant funded diversion programs.
- Answer specific program related questions from Grantees by phone/email and attend meetings.
- Conduct presentations for the funder, the public and others as needed on outcomes and evaluation of the diversion program and promising practices.
- Other duties may include managing youth- and provider-level data for the diversion initiative in order to report on trends, measure effectiveness and prepare reports.
- Other duties as assigned.

Education and Professional Experience Requirements:

- Licensed Independent Clinical Social Worker (LICSW)
- Minimum two years experience supervising staff
- Experience with at-risk and/or youth involved in the juvenile justice system
- Experience developing and monitoring plans of care for youth
- Experience completing diagnostic assessments is a plus
- CAFAS experience a plus
- Grants management experience is a plus
- Experience with managing and executing a Request for Proposal process is a plus
- Experience with data analysis and reporting on youth or family focused initiative is a plus
- Youth development experience is a plus
- Bilingual is a plus

Capabilities

- Proficient in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Strong analytic skills and the ability to think strategically and programmatically
- Effective presentations skills in small to medium sized group settings
- Demonstrated commitment to following through on priorities and effectively managing change
- Effective project management skills
- Ability to take initiative, think creatively and work collaboratively
- Ability to communicate effectively with youth, families, stakeholders and grantees to alleviate concerns when presented
- Ability to work with flexibility, efficiency, enthusiasm, humor and diplomacy both individually and as part of a complex team effort
- Excellent oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with individuals at all levels inside and outside an organization
- Self-starter and flexibility to work in fast-paced and changing environment
- Ability to work occasional evening hours
- Culturally competent to work in low-income communities of color
- A commitment to being part of and building a positive work environment



- Experience working in a non-profit and/or foundation setting

Physical Requirements:

- Ability to travel to various locations in DC.

Environmental Conditions:

- Work at fast pace with unscheduled interruptions; work may include evenings and weekends, to meet deadlines or attend meetings; public contact is essential to this position.

ADA: DC Trust Corporation will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential job functions are subject to change.