



Pathways Home Assessment Program

Home Assessment Program Supervisor – Permanent Full Time

Pathways Home Assessment Program is actively recruiting a dynamic, flexible, and skilled Program Supervisor to join our Pathways team. The Program Supervisor is responsible for program support, timely report submissions, program development, administration, direct file supervision for the completion of a Structured Analysis Family Evaluation (SAFE) and Foster Care recruitment.

Skills/Knowledge required:

- Superior organizational and time management skills
- Written and oral English proficiency with excellent editing and communication skills
- Accurate reporting
- Possess characteristics of maturity, self-motivation, and leadership
- Possesses strong critical thinking, assessment, and interview skills
- Ability to effectively utilize digital documentation and execute common software applications
- Display good professional judgment, diplomacy, and the highest standard of professional ethics when dealing with stakeholders and other professionals
- Experience with Child Intervention, familiarity and understanding regarding the complex issues for kinship, foster care, adoption, and private guardianship applicants
- Flexible, adheres to a strengths-based practice and works collaboratively with others
- Knowledge in the areas of child development, indigenous communities, trauma informed practice, and grief and loss

Duties:

- File Supervision and Mitigation
- Recruitment/Orientation
- Intake
- Program Development
- Program Support, Policy and Administration
- Report Writing if required
- Other duties as required

Qualifications/Eligibility:

Degree in Social Work is preferred with a minimum of five (5) years direct experience in a Human Service field. Must have a minimum of three (3) three years direct supervisory experience. Preference given to SAFE trained individuals with a Bachelor's degree and previous experience as a SAFE supervisor. Extensive experience in conducting interviews for the purpose of evaluation/assessment. Registration in good standing with the Alberta College of Social Workers or with a respective governing body under the Health Professions Act.

Required to have access to a vehicle and able to travel within 200 km of region. Current Intervention Record Check and Security Clearance (w/ Vulnerable Sector) required.

Applicants are sincerely thanked in advance for their interest. Salary expectations to be discussed during interview. Only those selected for an interview will be contacted and references requested. Competition closes when suitable candidate is found. Email resumes to michelle.meadahl@pathwaysfamilyservices.com or fax to (780) 488-2603.

Pathways Family Services provides equal employment/contract opportunities to all applicants without regard to race, color, language, socioeconomic status, spiritual belief, gender, sexual orientation, national origin, age, disability, or genetics. This includes recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.