



Family Support Supervisor (FSS)

Healthy Homes Mississippi (HHM) Home Visiting Program is currently seeking Family Support Workers to serve **Tunica and Coahoma** counties. The Family Support Supervisor will: provide support and supervision to the Family Support Worker, manage caseloads, assist staff with home visits, arrange trainings and serve as an assessment coordinator. HHM will work to promote positive parenting, encourage and improve child health and development, prevent and/or reduce child abuse and neglect and enhance family functioning.

Job Requirements: A Master's Degree from an accredited four-year college or university and two (2) years of experience related to the described duties; or a Bachelor's Degree from an accredited four-year college or university and three (3) years experience related to the described duties. Acceptable degrees include Human Services, Social Work, Family Counseling, and Psychology. This position requires excellent oral and written communication skills, extensive travel, unconventional work hours, computer literacy and the ability to be flexible while working in a fast paced environment with minimal supervision. In addition to the minimal educational and experience requirements, recruitment efforts will target those individuals who demonstrate the capacity to establish rapport with the families and effectively deliver the home visiting curriculum. Priority consideration will be given to candidates with these skills who reside in the community and/or county in which they will work. Candidates must have reliable vehicle, valid driver's license and auto insurance.

Job Duties and Responsibilities:

Family Support Supervisor (FSS) provides support and supervision to the Family Support Worker (FSW) for field specific program operations:

- Provide support and supervision to Family Support Workers.
- Perform assessments as directed in trainings.
- Provide educational instruction in assigned subject/topic areas
- Accurately and effectively share information in writing and verbally.
- Concisely and correctly answer questions and/or explain or convey information to the public, management and Family Support Workers.
- Participate effectively in meetings, seminars, and training sessions.

Resumes can be forwarded to:
Jill Dent, P.O. Box 352 Jackson, MS 39205
or
Emailed to HealthyHomesMS@mdhs.ms.gov



- Knowledgeably refer issues to appropriate agency or other personnel.
- Administer plans and execute functions of the Home Visiting Program.
- Assist the Operations Supervisor in the development and utilization of resources necessary for carrying out the mission.
- Assist the Operations Supervisor in developing plans and recommendations to management for control measures in the administration of the program in order to meet federal and state directives.
- Maintain confidentiality of family/child information and records in accordance with HHM policy.
- Provide input to the Operations Supervisor for analysis and evaluation of management and program processes and issues.
- Assist the Operations Supervisor with preparing reports and trend analyses on operations.
- Effectively utilize computer hardware and software to complete assign tasks, meet agency goals, and produce required products.

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