Job Description

Title: HIP Families Team Leader
Position Type: Full-time Non-exempt Annual Salary
Accountability: Reports to Assistant Director, Health Promotion Council
Location: Base office 1500 Market Street; Local and some regional travel required.

Job Summary
The Team Leader will oversee program operations of the Health Intervention Program’s (HIP) home visiting services to families of children with special health care needs, as well as provide supervision to the case management team. Through referrals from hospitals and other social service agencies, the Team Leader will conduct intake assessments, coordinate case delegation to HIP team, and carry a small caseload of families in Philadelphia.

Duties and Responsibilities

Program Management
• Provides daily management of the program activities
• Coordinates and conducts all intakes with newly-referred families, including assessing both child and family needs
• Works with Assistant Director to assure goals and deadlines are met
• Assists with evaluations of the effectiveness of service
• Completes program reports and other written documentation
• Maintains accurate records according to grant funding and observes HIPPA requirements; generates data and reports appropriately
• Attends the required monthly Maternal, Child and Family Health HIP meetings, and regularly attend the bi-monthly Philadelphia Special Needs Consortium meetings
• Keeps abreast of up-to-date work in the special needs field and shares information and resources with staff as appropriate
• Participates and initiates conversations that bring forth new ideas and concepts that align with HPC’s strategic plan in regularly scheduled team meetings
• Participates in grant writing tasks as needed by upper management to develop concepts, and to write and submit proposals to grow organizational initiatives; contributes content expertise for grant proposals as needed
• Ensures educational materials are culturally appropriate for diverse populations, especially for those with limited reading and English skills
• Participates in HPC management team meetings
• Represents HIP and HPC at various meetings

Supervision/Leadership
• Conducts regular clinical supervision of HIP staff, including case review and oversight of client progress
• Assists staff in use of program materials, written forms, assessments, case notes, referral forms, discharge plans, and other written documentation, and entry of these forms into the ETO online database
• Carries a small caseload of the most intensively-needy families
• Supports staff in defining priorities, deadlines, and resolving any program challenges
• Assists with program hiring and oversees training and orientation of new program staff
• Assists with publicizing program and program outcomes, including abstracts, posters, and presentations
• Provides mentoring to staff to foster professional and personal growth
• Participates in case conferences, trainings, case reviews, staff meetings, community fairs, etc., as required
• Establishes and maintains linkages with community health, social service, education and legal service agencies, and other support services through effective communication between HIP staff, community members and HIP partners
• Writes and conducts annual staff performance management reviews in a timely manner
• Communicates formally on a weekly basis with Assistant Director
• Enforces agency policies and procedures
• Other relevant duties as assigned

Qualifications and Skill Levels:

Essential
• Master’s degree in social work, nursing, or related field is required
• At least three years of demonstrated ability to effectively supervise and lead staff
• Demonstrated experience in issues related to children with special health care needs, maternal and child health, child development, child abuse prevention, and healthy parenting
• Ability to establish priorities, and work both independently and in a team environment to meet objectives with minimal supervision.
• Experience working with diverse populations and low-income individuals
• Excellent problem solving, conflict resolution, time management and professional communication (written and oral) skills
• Ability to assess and triage clinical and social services quickly
• Ability to advocate for client and community strengths and needs
• Proficient in Microsoft Office Suite
• Must clear child abuse, criminal history check and FBI clearance
• Must be willing to travel locally

Preferred
• Home visiting experience
• Knowledge of health and social service agencies and resources in Philadelphia
• Knowledge of public health theories, principles, and practices
• Experience in data collection/entry and evaluation monitoring
• Experience monitoring budgets
• Experience with grant writing for community health or related field

Hours: Monday through Friday, 8:30 am - 5:00 pm, flexibility needed for some evenings and weekends.
Salary: Commensurate with education and work experience, full benefits package.

Please send resume and cover letter to nkang@phmc.org. No phone calls, please.