



## ***Day in the life of the: Community-Based Supervisor***

**Your schedule** – As the Community-Based Supervisor (CBS) you have a salaried position that is primarily Monday through Friday, but you are a true team player by showing flexibility on the weekend and filling in for staff during vacations or other time off.

**Your Responsibilities** – If you like being a part of the hub of all the action, then you will enjoy your role as Community-Based Supervisor. Our youth are well served when the CBS fulfills his/her primary responsibilities of supporting and engaging staff through:

- safety planning;
- crisis supervision;
- screening job applicants or orienting new staff;
- checking in with staff and facilitating peer support;
- monitoring staff's completion of paperwork/documentation;
- providing required reports to counties;
- facilitating team-building activities;
- tracking and monitoring program outcomes;
- overseeing quality improvement efforts; and
- organizing individual and group supervisions.

Because you play such a central role internally, we rely heavily on you to partner with our funders to ensure that we are regularly communicating with them and providing the services they expect.

You will be well versed in all of the applicable standards and regulations related to the reporting, documentation, tracking and other support activities under your management.

You have a lot of variety to your days as you need to spend time both within the office and out in the community. As a representative of Hillside to our external stakeholders, the CBS has a heavy responsibility to act with integrity and personal excellence. This position typically reports to the Program Manager who provides additional guidance and support as needed.

**Your Background** – You are sure to excel in this position with successful experience working as a Skill builder! Educational majors such as Psychology or Education have proven beneficial. Personal qualities of successful employees in this position are self-awareness and the ability to recognize their own limits, flexibility, time-management, and ability to manage stress. Please refer to the job posting for specific educational and experience requirements.

**Your Total Experience** - Respecting and nurturing the professional goals of our staff is just how things are done at Hillside, that's part of our Shared Values! If a Community-Based Supervisor has a goal to progress to Program Manager, that works for us! This position can also be excellent preparation for a return to school for an advanced degree. It is rewarding for the team to see fellow staff "step up" because they feel supported.

Hillside Family of Agencies provides individualized health, education, and human services in partnership with children, youth, adults, and their families through an integrated system of care. Our CBSs are personally and professionally dedicated to this mission not only in practice but in spirit.

*"Just because you have a supervisor title, doesn't mean that you won't continue to learn. You continually learn from staff and it's ok to not have all of the answers."*

-Community Based Supervisor, Syracuse