

## HEALTHY FAMILIES SUPERVISOR

139-N

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible supervisory human services position in Public Health Services. This position assists with carrying out the Healthy Families Program. This position differs from a Family Support Worker in the level of complexity of the duties to be performed; his/her level of responsibility and the presence of supervisory responsibility. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, assigns and reviews the work of subordinate employees;

Assists in interviewing, hiring, evaluating, and training employees;

Provides supervision, case management and monitoring performance of employees;

Conducts or arranges for assessment and services required by families, as determined during home visits;

May provide direct services to families as needed;

Provides supervisory home visits;

Maintains and reviews records, data, and client files as required;

Provides documentation on services need by and provided to each family;

Collects applicable data;

Provides support to staff in stressful situations;

Organizes and participates in parenting group meetings;

Attends trainings and meetings as required;

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Provides outreach activities to community agencies;

Prepares reports and statistics as necessary.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Knowledge of federal, state, and local laws and programs relating to public welfare and the care of children; ability to establish and maintain successful relationships with others; good powers of observation and analysis; ability to plan, direct and accept responsibility for the work of others; knowledge of techniques of case recording; ability to write clear and accurate records and reports; ability to establish and maintain successful relationships with people; ability to interpret the work of the agency; good judgment; collaborative skills; emotional maturity; resourcefulness; initiative; tact; sensitivity to the reactions of others; and ability to multitask.

### MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with possession of a Master's Degree in Social Work, Counseling, Psychology, Health, Human Services or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with possession of a Bachelor's Degree in Social Work, Counseling, Psychology, Health, Human Services or a related field and three (3) years of experience providing human services to families with young children.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Placed in classplan on 10/29/04  
Revised and replaced in Classplan on 9/12/16  
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Healthy Families Supervisor  
Originated: 10/01/04  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A