



## **Intake Supervisor**

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" Family Tapestry, a Division of The Children's Shelter, is looking for you! Since 1901, The Children's Shelter has provided a continuum of Trauma-Informed Care for Bexar County children with a history of prolonged abuse, abandonment and/or neglect. Family Tapestry was created in 2018 to weave together the community to transform the foster care experience in Bexar County. Our goal at Family Tapestry is to ensure each child is safe in care, achieves permanency, improves their overall wellbeing, experiences fewer moves and shorter stays in care, and increases family engagement, which leads to better outcomes, trusting relationships, and meaningful connections. It takes one person to change the life of a child. Will you be part of our tapestry to fulfill our mission?

The Intake Supervisor will direct, administer and coordinate the Intake and Placement activities of Family Tapestry. They will perform the following duties directly or through their staff: Supervises direct reports on a day-to-day basis; coaches and develops direct reports, ensures that child/youth referred to Family Tapestry are placed in accordance with Family Tapestry regulations, contract requirements and policy/procedures. Promotes the well-being of child/youth through placement coordination and coordinates with staff from other Family Tapestry network providers; leads/participates in staff meetings and trainings.

### **.Responsibilities Include:**

- Monitors and reviews placements made by Intake Specialists to ensure adherence to placement outcome goals as mandated by Family Tapestry contract requirements.
- Promotes safety and encourages the least-restrictive and shortest length of out of home placement for child/youth.
- Reviews case documentation on a regular basis to monitor contract compliance.
- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; coaching and developing staff.
- Supports the strengthening and management of the culture and practices that reflects the organization's mission and core values and fosters high engagement in staff.
- Builds and maintains strong, collaborative relationships with the provider network and children and youth.

### **Requirements:**

- Minimum of three years of supervisory experience
- Bachelor's Degree from an accredited college or university in social work or related field; Master's degree is preferred.
- Previous work in the foster care system or understanding of the Texas DFPS system is preferred.
- Working knowledge of Minimum Standards for Child Placing Agencies is preferred.
- Bilingual with English and Spanish is a plus

**Family Tapestry is a Division of The Children's Shelter - an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.**

You can apply on-line by visiting our website [www.familytapestry.org](http://www.familytapestry.org) or in person at:

2939 W. Woodlawn Ave.  
San Antonio, TX 78228  
Monday-Friday 8am-5pm