

***Holy Family Institute***  
***Supervisor of PACT Program***  
***(Parent & Child Together Program)***  
***McKees Rocks – Community Resource Center***

**Division:** Holy Family Institute

**Reports to:** Senior Vice President Family Support Programs

**Hours:** Full-time. Monday-Friday, with flexibility to satisfy the needs of the program.

**Location:** Work is performed in office, in the community, and in clients' homes. Must be flexible to work on-call, including evenings, weekends, and holidays.

**General Statement of Duties:** This position directly oversees, manages, and implements the PACT Program adhering to the fidelity and core principles of the evidence-based model. The position provides support, supervision, training, development, and oversight to the PACT team of therapists, serves as the primary liaison between PACT team and the agency, serves as the primary contact with the PACT consultant regarding implementation of the model and program fidelity and is available to respond to client and therapist crises as they occur. Successful candidate will receive training in the PACT model by the Institute for Family Development.

**Please Note:** *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

**Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Receives, reviews, processes, and assigns all referrals.
3. Adhere to all supervisor components in the PACT Intervention Components.

4. Be available to therapists as their primary back-up for families, being available for immediate consultation 24/7.
5. Supervise therapists.
6. Provide coverage of emergency/crisis caring a cell phone 24/7 and arranging coverage when unavailable by participating in the Administrative On-Call rotation.
7. Attend court reviews, family conferencing and teaming and other meetings as they pertain to families when needed and requested. Provides assessment of family problem areas, level of risk, and community resources.
8. Meet standard for on-going client contact requirements of (minimum 40 hours per year). Supervisors without prior PACT experience must complete a minimum of 6 full PACT interventions during the first 18 months if supervising 4-5 therapists.
9. Excellent written and verbal communication skills.
10. High degree of proficiency with Windows, MS Word, PowerPoint, and Excel.
11. Knowledge of accreditation/regulatory bodies such as COA, DHS, Truancy Laws, etc.
12. Demonstrated ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
13. Knowledge of CYF system.

**Minimum Qualifications:**

Candidate must have a Master's Degree in Social work, counseling, or related field and at least 2 years' experience working with children and families. Must have valid PA driver's license and current Act 33/34 and FBI clearances. EOE