

# Child and Family Services of the Upper Peninsula, Inc.

706 Chippewa Square Suite 200 Marquette MI 49855 [www: cfsup.org](http://www.cfsup.org).

*Child and Family Services of the Upper Peninsula, Inc., posts positions as they become available. Thank you for your interest in our organization.*

**POSITION** Child Welfare Supervisor

**Description** Oversee Foster Care, Adoptions, and Foster Home Licensing. Ensures State policies and procedures are being followed. Exempt salaried position reporting to the Executive Director.

**Requirements** Child and Family Services is seeking a highly motivated individual who meets the following criteria:



1. MSW in Human Behavioral Science from an accredited college or university.
2. License or certification.
3. One to three years experience in Social Work.
4. Excellent computer, oral, written, and interpersonal communication skills.
5. Demonstrated ability to resolve problems and handle complaints or requests.
6. Ability to work in a team environment and lead meetings.

## Responsibilities:

- Consult with case managers regarding adoptions and foster care cases.
- Review Foster Care service plans, child evaluations and family assessments.
- Review licensing reports, case records and legal files.
- Crisis Management and problem solving.
- Meet with DHS Supervisors regarding case issues.
- Attend TDM meetings as required.
- Supervise, train, and complete written evaluations of, assigned staff to ensure service quality.
- Conduct intakes and assign clients to staff.
- Promote child welfare and family services through community education and participation.
- Liaison with other community agencies.
- Perform other tasks and duties as assigned.

## Application Process

Applications will be accepted until 02/20/2010, at which time applicant screening will begin.

To apply, please send resume and cover letter to:

**Norma Semashko, Executive Director**  
Child and Family Services of the U. P., Inc.  
706 Chippewa Square, Suite 200  
Marquette, MI 49855

**or**

By e-mail to:  
[nsemashko@cfsup.org](mailto:nsemashko@cfsup.org)  
By fax to:  
906-228-2153

Visit [www.cfsup.org](http://www.cfsup.org) for  
information about our  
agency and services.

*Child and Family Services (CFS) is a private Social Services Agency with services throughout Michigan's Upper Peninsula. It is a not-for-profit, non-sectarian agency with a continuous history dating back to 1919. The wide range of services provided fall under the headings of Prevention and Child Welfare. Funding is through private, state and federal grants plus local fund-raising. Headquarters are in Marquette, Michigan, near beautiful Lake Superior, with satellite offices in Houghton, Sault Ste. Marie, and Iron Mountain. Marquette is also home to Northern Michigan University, and Marquette General Health Systems; both are major employers in the region.*