

**Job Title:** Permanency Supervisor

**Department:** Permanency

**Supervisor:** Program Director

### **About COBYS Family Services**

Motivated by Christian faith, COBYS Family Services educates, supports and empowers children and adults to reach their full potential. Located in Lancaster County, Pennsylvania, COBYS Family Services provides a range of foster care, adoption, permanency, family life education and counseling services throughout the region. Although our main offices are in Lancaster, we also serve individuals and families in Berks, Cumberland, Dauphin, Schuylkill, York and Lebanon counties. We facilitate programs and services in partnership with The Lancaster County Children and Youth Social Service Agency and the Statewide Adoption and Permanency Network (SWAN).

At COBYS, you can expect an organization environment where kindness and respect matters, where colleagues work collaboratively and strive for excellence in the care provided to our clients. Delivering direct human services is not an easy job, but we believe it is our organization's calling in assisting those we serve in our community. We encourage you to be your best self and to serve joyfully, while practicing empathy, grace and humility.

**To apply and for more information about COBYS visit, <https://cobys.org/employment/>. Position is open until Monday, February 9 or until filled.**

#### **Permanency Supervisor**

The Permanency Supervisor manages COBYS Permanency Unit. Responsibilities include program development, staff supervision, budget oversight, and ensuring compliance with regulations and policies.

To learn more about the Permanency Unit, visit - <https://cobys.org/permanency-unit/>

#### **Duties/Responsibilities:**

- Provide ongoing, direct supervision of Permanency unit staff according to COBYS organizational chart.
- Establish program goals and monitor outcomes
- Assist in determining the departmental budget and monitor program expenses
- Facilitate and participate in required meetings and training as per COBYS and LCCYSSA policy
- Attend court hearings as needed; cover appointments when Permanency staff are unavailable
- Review and approve caseworker reports including court petitions, child permanency plans,

and business testimony.

- Ensure program-related policies and documents are up to date and in compliance with regulations
- Respond to emergency situations and assist in supporting caseworkers
- Assist in hiring and training new staff
- Other duties as assigned by management

**Desired Skills and Abilities:**

- Commitment to enhancing the mission and core values of COBYS within the department
- Skills in teambuilding; commitment to personal development as a team leader
- Flexibility to tailor supervision based on individual strengths and growth areas
- Ability to analyze complex situations accurately and respond to stressful situations in a constructive and supportive manner
- Ability to communicate effectively orally and in writing; editing skills
- Ability to establish professional relationships and work cooperatively to enhance team functioning

**Qualifications:**

- Bachelor's degree in social services required; master's degree preferred
- Minimum four years' work experience in human services required; child welfare experience preferred
- Must pass State Police, Childline, and FBI clearances and pre-employment medical appraisal
- Must possess a valid driver's license, car insurance, and vehicle registration