



## **Advocate Supervisor/Education Liaison**

**Posted 2/16/2018: Position Open Immediately**

**Applications Due by March 9, 2018**

The **Advocate Supervisor/Education Liaison** provides expert case supervision, in partnership with the CASA Program Team and Program Director to volunteer Advocates in order to insure children served by CASA receive comprehensive advocacy that leads to their safety, well-being and permanency. This position builds and manages relationships with educational partners and provides professional support, in partnership with our community and schools, to support volunteer Advocates with the goal to improve educational outcomes for all children served by CASA.

### **1. Educational Liaison Responsibilities**

- Provide ongoing Educational support to all Advocates and Staff; SST, IEP, other educational meetings
- Train and support Advocates on educational advocacy, especially Advocates who are assigned educational rights
- Collaborate with school Foster Youth Liaisons, Foster Youth Services at County Office of Education, and the Foster Ed program
- Seek out and maintain lists of resources and refer children to community educational support services (i.e. tutoring) when needed
- Represent and advocate for CASA youth in County and school district educational forums

### **2. Supervision of Advocates' and children's cases**

- Exercise discretion and independent judgment to assist Advocates in creative problem solving, utilizing CASA and community resources to ensure accuracy and consistency with dependency permanency planning and best practices
- Maintain a minimum of once a month contact with each assigned Advocate
- Assist Advocates in formulating and implementing the Advocacy Plans, support Advocates in the development of monthly logs, required data collection, court reports and court appearances
- Facilitate relationships between professionals, service providers and Advocates
- Interpret and ensure compliance with National CASA and Judicial Council guidelines to Advocates
- Update CASA database with child and Advocate case information
- Perform Annual Reviews and End of Case interview with Advocate at case dismissal

### **3. Work with program team: Assign Advocates to cases**

- Support the processing of new child referrals
- Confer with referring and other interested parties regarding the status of waitlist cases
- Coordinate with staff to determine new Advocates' readiness and matching of cases
- Participate in contacting new and experienced Advocates without cases and matching new assignments

### **4. Other Duties**

- Participate in Advocates' in-services, trainings and monthly CASA to CASA meetings as needed (some evenings and weekends required)
- Gather and report on data for program evaluation and grant reporting as assigned

- Participate in CASA's community engagement and children's events
- Complete a minimum of 12 hours of Continuing Education annually

### **Qualifications and Requirements:**

- Experience in the fields of child abuse, youth development education and special education, teaching, juvenile law and/or trauma informed care; volunteer program experience strongly preferred
- Supervisory and interpersonal skills with a minimum of two years of experience with increasing responsibility
- Demonstrates project coordination, relationship building and organizational skills
- Excellent written composition and oral communication skills
- Competent in Microsoft Word, Excel, Gmail, and other software
- Demonstrate respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender
- Have transportation, car insurance and be willing to travel throughout Santa Cruz County
- Bachelor's degree in social service-related field or equivalent combination of education and experience (i.e., Social Work, Psychology, Sociology, Public Welfare)
- Bilingual English/Spanish preferred
- Completion of background screening process (i.e. DMV check, FBI, Department of Justice (DOJ), CACI (Child Abuse Central Index), and upon hiring, complete 35-hour CASA training
- Meet the physical demands and successfully perform the overall duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to stand, walk, drive, and sit at a desk for up to 8 hours per day, type on computer and use the telephone. The employee must be able to lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the overall duties and responsibilities. Vision may be corrected within normal range.

### **Demonstrated Ability To:**

- Communicate the mission of CASA and the goals of the organization
- Establish and maintain effective, collaborative working relationships with staff, volunteers, the courts, Family & Children's Services and the community
- Diplomacy, tact, good judgment in dealing with sensitive matters and an understanding of the effects of trauma on families and children
- Understanding of how to maintain confidentiality

**Full time:** 40 hours/week (some evening and weekend work)

**Benefits:** Paid medical, dental, and vision; 20 days paid time off (PTO) plus observed holidays

**Salary:** \$42-50,000 commensurate with work experience and education

Send resume, a cover letter, and 3 references summarizing your qualifications, your interest in the position, and salary requirements to [asposition@casaofasantacruz.org](mailto:asposition@casaofasantacruz.org) by March 9, 2018. No phone calls please. CASA of Santa Cruz reserves the right to begin interviews as soon as qualified applicants' resumes are received.

**CASA of Santa Cruz County is an equal opportunity employer**  
**813 Freedom Boulevard- Watsonville, CA 95076 - 831.761.2956 – [www.casaofasantacruz.org](http://www.casaofasantacruz.org)**