



Advocate Supervisor/Older Youth Specialist

Position starts May 2018

Applications Due by March 9, 2018

The **Advocate Supervisor/Older Youth Specialist** supervises volunteers providing support to youth ages 14-21 and builds and manages relationships with key partners and stakeholders to improve outcomes for CASA assigned youth in the foster care system. This position provides expert case supervision to CASA Advocates to ensure children served receive comprehensive advocacy and supports the goals of safety, well-being and permanency.

1. Older Youth Specialist Responsibilities

- Stay informed about the most effective practices and resources to support older youth
- Attend child welfare social worker, supervisor and manager's meetings as needed
- Support all Advocates and Advocate Supervisors with older youth and non-minor Dependents (youth ages 14-21 and older)
- Coordinate and support positive educational outcomes for youth with Foster Ed Liaisons, Foster Youth Liaison and CASA Education Liaison
- Monitor and attend youth independence meetings for youth ages 17 and older
- Conduct quarterly in-service trainings specific to older youth and young adult mentors
- Collaborate with the Independent Living Program (ILP) Coordinators; locate and distribute information about college, job, vocation, housing and career resources
- Maintain relationships with higher education institutions (i.e. Cabrillo, UCSC, and CSUMB Foster Youth support programs) and County Office of Education alternative education programs
- Track data/statistics and metrics for older youth outcomes (ages 14-21 and beyond)

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 children and youth 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 an assigned youth 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 working with at-risk youth and/or in the fields of child abuse, youth development, teaching, juvenile law and/or trauma informed care; volunteer case management strongly preferred
- Supervisory and interpersonal skills with a minimum of two years experience of increasing responsibility as a supervisor
- Demonstrates project management, relationship building and organizational skills
- Excellent written composition and oral communication skills
- Competent in Microsoft Word, Excel, Gmail, and software databases
- 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
- 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, three job references, and a cover letter summarizing your qualifications with your interest in the position to tysposition@casaofsantacruz.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.casaofsantacruz.org