



Early Childhood Specialist/Advocate Supervisor

The **Early Childhood Specialist/Advocate Supervisor** provides expert case supervision, in partnership with the CASA Program Team and Program Director to volunteer Advocates to ensure children served by CASA of Santa Cruz receive comprehensive advocacy that leads to their safety, well-being and permanency. This position is also responsible for the development, implementation delivery, and evaluation of trainings for advocacy of children birth to five involved in the child welfare system. In addition, the Early Childhood Specialist/Advocate Supervisor is responsible for collaborating with agency partners and organizing continuing education so that Advocates and CASA Staff can support the most vulnerable children in our community.

1. Early Childhood Specialist Responsibilities for supporting Birth to Five children

- Develop and maintain training materials
- Facilitate and train new/current Advocates
- Maintain website information and other resource information on continuing education and reference materials
- Assist in screening applicants for suitability to work with birth to five children
- Work with other staff to assess ongoing training needs and assist with core Advocate training curriculum
- Collaborate with partners and stakeholders in Santa Cruz County
- Provide ongoing training for staff, Advocates, partners and the CASA community
- Develop and implement a mechanism to track data and outcomes related to supporting children birth to five

2. Ongoing Supervision of Advocates' and children's cases

- Maintain a minimum of once monthly contact with each assigned Advocate
- Maintain awareness and understanding of details of Advocates' cases
- Assist Advocates in establishing relationships with caregivers and in formulating and implementing the child's Advocacy Plan
- Facilitate relationships between professionals, service providers and Advocates
- Identify community resources for Advocates and children
- Interpret National CASA and Judicial Council guidelines to Advocates
- Support Advocates in the development of monthly logs, required data collection, court reports and court appearances
- Distribute court reports in a timely manner
- Update child and Advocate database
- Set up End of Case interview with Advocate at case dismissal

3. Work with Program Team: Assign Advocates to cases

- Support the processing of new referrals and update database
- Confer with referring and other interested parties regarding the status of waitlist cases
- Coordinate with staff to determine new Advocates' readiness for assignment
- Participate in the contacting of new and experienced Advocates without cases and encourage new case assignments
- Work with program team in the matching of Advocates with children referred to CASA
- Work with program team to process and distribute court ordered Advocate assignments

4. Other

- Participate in Advocates' in-services and monthly CASA to CASA meetings as needed
- Initiate, gather & report on data for program evaluation and grant reporting as assigned
- Participate in CASA's community engagement events and children's events
- Participate in CASA Strategic Planning, Board meetings as needed and other duties as assigned
- All other duties as assigned by manager

Demonstrated Ability To:

- Communicate the mission of CASA of Santa Cruz 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
- Work independently under the direction of the Program Director and make sound decisions based on established procedures
- Maintain confidentiality of volunteers, and the children and families CASA serves

Qualifications and Requirements:

- Completion of the CASA Advocate screening process & 35-hour training
- Supervisory and interpersonal skills with experience working with infants and toddlers
- Project management and organizational skills
- Experience in the fields of child abuse, youth development, teaching, juvenile law and/or volunteer program management strongly preferred
- Excellent written composition and oral communication skills
- Competent in Microsoft Word, Excel, Google Gmail management and other software
- Must be flexible with hours, some evening work
- 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
- Master's degree in Early Childhood Development or a related field is strongly preferred or a Bachelor's degree in Early Childhood Development or related field with a minimum of five years of experience in early childhood services; teaching, education, counseling, or training
- Bilingual preferred
- **Special conditions of employment:** Ability to satisfactorily clear FBI and DOJ criminal Justice background check, CACI, SSN and DMV screening; Possession of a current driver's license and proof of current car insurance.

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

Benefits: Paid medical, dental, and vision; 23 days paid time off (PTO) plus 12 paid holidays

Salary: \$23.56 - \$25.00/hour commensurate with work experience and education

TO APPLY: Send resume, three reference contacts, and a cover letter summarizing your qualifications with your interest in the position to: ECsposition@casaoofsantacruz.org by May 12th, 2019. 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.casaoofsantacruz.org**