



## **LEAD ADVOCATE SUPERVISOR**

### **EARLY CHILDHOOD PROGRAMS**

*Child Advocates' mission is to provide stability and hope to abused and neglected children by being a powerful voice in their lives.*

Child Advocates is one of the leading and most effective non-profit organizations serving abused and neglected children in Silicon Valley. Child Advocates recruits, trains, and supports volunteers who work with abused and neglected children in our community. Each volunteer is matched one-to-one with a child and acts as a mentor, Advocate and caring friend for that child.

**Supervisor:** Director of Programs

**Status:** Full-time exempt position. Open to part-time schedule

**Location:** Milpitas

**Compensation:** Salary commensurate with experience

**Benefits:** Excellent benefits package

### **POSITION PURPOSE**

This position provides leadership for our Early Childhood programs. Working closely with the Director of Programs, this individual helps define and implement agency programs for volunteers working with children ages 0-5. The Early Childhood Lead Supervisor supervises a group of volunteer Advocates and serves as a resource for other Advocate Supervisors. This individual serves as a team resource and provides guidance for volunteer screening, case supervision and closure and re-engagement. The Early Childhood Lead Supervisor assists the Director of Programs in orienting, training and coaching new program staff and volunteers.

### **KEY DUTIES AND RESPONSIBILITIES**

Serve as lead for programs addressing the needs of volunteers working with our youngest, most vulnerable children, those ages 0-5.

Serve as resource for other Advocate Supervisors with issues pertaining to volunteer screening, case supervision and closure and re-engagement.

Supervise a caseload of volunteer Advocates, assisting with case selection, case management and court-related responsibilities.

Assist Director of Programs with development and implementation of Early Childhood program goals, objectives and commitments.

Oversee data collection and reporting of programs for the 0-5 age group.

Lead monthly discussion groups and support activities for Advocates and their youth.

Assist with Advocate trainings and continuing education workshops

Represent the program function and agency on internal and external committees, as assigned.

Supervise MSW interns.

Serve on special projects teams as requested by the Director of Programs.

## **QUALIFICATIONS**

Master's degree in Social Work

Minimum of five years directly related work experience: case supervision; working with families in Dependency System; working with children ages 0-5; working with families struggling with substance abuse

Excellent interpersonal skills

Strong organizational skills, ability to manage multiple tasks and projects of varying complexity, concurrently

Demonstrated ability to establish and maintain effective working relationship with individuals at various levels of responsibility (volunteers, agency staff, judicial/legal representatives, social services, Board of Directors and other community partners)

Demonstrated ability to work effectively in a multicultural environment

Excellent written and verbal skills

Ability to accommodate a flexible schedule. Position requires occasional work during evenings and on weekends

Skilled in use of Microsoft office products and use of databases

## **Desired Qualifications**

Bi-lingual, bi-cultural

Non-profit experience

Advocacy experience

Direct experience in working with the Foster Care System

Direct experience in working with the Juvenile Dependency system

Direct experience in working with/supervising volunteers

**Please send resume and cover letter to:**

**Karen Scussel**

**Director of Programs**

**Karen@cadvocates.org**

**NO PHONE CALLS PLEASE**

**Only applicants whose resumes are selected for an interview will be contacted.**

- **Child Advocates is committed to creating an environment that embraces Openness, respect, collaboration and accountability.**
- **Child Advocates is an Equal Opportunity Employer.**
- **Bi-lingual, bi-cultural candidates are strongly encouraged to apply.**