



## **LEAD ADVOCATE SUPERVISOR**

### **TEENS PROGRAM**

*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

**Location:** Milpitas

**Compensation:** Salary commensurate with experience

#### **POSITION PURPOSE**

This position provides leadership for our Teens program. Working closely with the Director of Programs, this individual helps define and implement agency programs for volunteers working with youth ages 15-19. The Teens Lead Supervisor supervises Advocates and serves as a resource for other Advocate Supervisors by providing guidance for Independent Living Skills, Emancipation planning and other issues related to teens. The Supervisor partners with DFCS and other service providers focused on youth in this age group. The 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 youth (ages 15-19) in the dependency system.

Assist Director of Program with development and implementation of Teens program goals, objectives and commitments.

Oversee data collection and reporting of programs for the 15-19 age group.

Serve as resource for Child Advocates' participation in Teen Court.

Participate in partner collaborations around teen programs and support, most specifically Independent Living Programs (ILP).

Supervise a caseload of volunteer Advocates.

Serve as resource for other Advocate Supervisors with issues pertaining to teens.

Participate in volunteer screening, case supervision, case closure and re-engagement.

Assist Advocates with court-related responsibilities.

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

Assist with Advocate trainings and continuing education workshops.

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

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

## **QUALIFICATIONS**

Masters degree in Social Work or other directly related field of study

Minimum of five years directly related work experience: case supervision; working with teens; working with youth or families in Dependency System; working with families or individuals struggling with substance abuse and/or mental illness

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 interpersonal and leadership skills

Excellent written and verbal communication 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**

Bilingual, bicultural

Non-profit experience

Advocacy experience

Leadership or supervisory experience

Direct experience in working with the foster care system

Direct experience in working with the juvenile dependency system

Direct experience in working with the juvenile justice system

Direct experience in working with/supervising volunteers

**Qualified Applicants please send resume and cover letter to:**

**Karen Scussel**

**Director of Programs**

**Karen@advocates.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.**