

Voices for Children, CASA of Boulder County

Position: Bilingual Advocate Supervisor

Location: 5408 Idylwild Trl. Boulder, CO 80301

Website: www.vfcboulder.org



**VOICES FOR CHILDREN
OF BOULDER COUNTY**

About the Organization: Voices for Children (VFC) builds a healthier community by delivering services, support, and advocacy to children who have experienced trauma. More than 2,500 children experience abuse and neglect each year in Boulder County, and over 200 are removed from their homes and placed in foster care. These children are faced with a difficult path complicated by the physical, psychological, and emotional trauma they have experienced. Additionally, there exists a significant racial disproportionality in the child welfare system. Despite Boulder County residents being 77% white, children of color make up 51% of the children in the system who have experienced abuse and neglect. Voices for Children understands its responsibility to support our children who face unequal treatment and help them navigate an inequitable society.

Position Summary: Join a passionate, dedicated, and collaborative team of professionals who are responsible for supervising CASA volunteers (Court Appointed Special Advocates) as they advocate for the best interests of children in the dependency and neglect court system who have experienced abuse and neglect. You will collaborate with the CASA team to monitor and maintain data on assigned cases and volunteers, assist with general program management, attend court, document court proceedings, and participate in multidisciplinary teams that include child welfare, judicial, and educational professionals. We are an organization committed to team well-being, offering professional development, flexibility, and holistic support to help you succeed in making a difference in the lives of children who have experienced trauma. You will be a part of a close-knit and supportive team that values honesty, integrity, respect, and accountability. This position is an integral part of the decision-making team in the CASA program and contributes to the overall mission and goals of Voices for Children, CASA of Boulder County.

Position Status: Full-time, non-exempt (hourly): 40 hours per week

Reports To: Program Officer

Duties and Responsibilities:

Volunteer Supervision

- Lead and employ a volunteer-centered approach by providing inclusive, strengths-based, and proactive coaching for up to 35 CASA volunteers.
- Facilitate the process to match a child/youth to a CASA volunteer.
- Assist the CASA volunteer in understanding their role and clearly articulate goals, best practices, and barriers within CASA advocacy.

- Collaborate with VFC staff to coach CASA volunteers regarding case challenges, boundaries, and code of conduct. Assist in identifying and resolving challenges to the CASA's advocacy work, including addressing feedback from community partners.
- Support CASAs in the timely writing of relevant court reports that support their facts and perspective of the case and in making recommendations to the court. Review, provide feedback and guidance as needed, and submit CASA's court reports in accordance with program procedures.
- Provide support and guidance to CASAs for court hearings and other community meetings as needed.
- Gather information and support CASA volunteers in gaining knowledge of community resources available to children in foster care relevant to specific cases.
- Assist CASAs with setting of initial goals and beginning intervention efforts on cases. Provide monthly case reviews with each CASA through in-person meetings and/or phone conversations supporting ongoing assessment efforts.

General Program Support

- Collaborate with Advocate Supervisors in the pursuit of maintaining and optimizing a system of obtaining, entering, and utilizing court petitions and hearing notes.
- Provide tracking of metrics/deliverables toward all program initiatives as required by grants or general program coordination.
- Assists in screening, interviewing, and engaging prospective volunteers.
- Accurately and effectively communicates personal progress and needs to the Program Officer. Devote time to staff development and growth.
- Partner with the CASA Program Officer and Voices for Children executive team to champion VFC's commitment to diversity, equity, and inclusion. Activities may include assessing the diversity of lived experiences amongst our volunteer base to ensure our organizational capacity to provide inclusive advocacy for every child we serve.
- Be a part of a team that coordinates volunteer training, appreciation events, and other functions to celebrate and support volunteers.
- Some evening/weekend hours are required for special events and training.
- You are a liaison to the courts, Boulder County Department of Human Services, other local service agencies, Colorado CASA, and National CASA.
- Other special projects as assigned.

Minimum Qualifications:

- B.A. or B.S. required; advanced education, experience, and/or training preferred
- Bilingual skills (English and Spanish) required
- Excellent oral and written communication skills in both English and Spanish
- Reliable, responsible, and professional, with strong attention to boundaries and confidentiality

- Knowledge of child welfare and/or juvenile court systems preferred
- Experience with volunteer coordination and/or supervision preferred
- Ability to organize, manage, and prioritize multiple tasks
- Cultural competency and desire to work with diverse populations
- Computer and technology proficiency, including command of Microsoft Office Suite
- Experience with database management preferred
- Candidates with demonstrated experience in diversity, equity, and inclusion programs strongly encouraged to apply

Compensation and benefits:

- Compensation range between \$49,000 - \$57,000 per year commensurate with experience
- Four weeks of paid time off per year
- SIMPLE IRA with 3% employer matching
- Employer contribution to group health insurance plan

How to Apply:

Complete all application components as described below and email them to jenny@bouldervfc.org with Advocate Supervisor in the subject line. No phone inquiries, please. Incomplete applications will not be considered.

1. Cover letter summarizing your qualifications for this position and telling us how your personal and professional experience would help support our mission.
2. Resume/CV.
3. Three professional references.

All final candidates must undergo and pass a criminal background check prior to hiring in compliance with the Colorado Department of Human Services.

Every child deserves a safe, nurturing environment where they can thrive. Voices for Children recognizes the need to intentionally foster a diverse, equitable, and inclusive environment to strengthen the staff, better serve the community, and remain mission aligned. The organization is committed to DEI, a strategic priority that touches all aspects of the organization. Creating clear actions, measurements, and understanding is the basis of a strong plan.

The organization sets out to intentionally create and foster diversity, equity, inclusion, and belonging within the organization and across stakeholders by:

- Engaging in intentional learning through training, facilitated discussions, and self-exploration.
- Recruiting, retaining, and supporting all qualified staff and volunteers.
- Promoting and supporting inclusive practices, training, and professional development.
- Implementing surveys that assess for inclusion and self-assesses for cultural competencies annually.

Physical demands:

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use a computer and phone.

Travel Requirements:

Must have reliable transportation in and around Boulder County as needed.

Supervisory Requirements:

Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

I have read and understand the duties of my position:

Print Name:

Date:

Signature:

