

## **POSITION: *Child Advocate Manager – Speak Up for Kids, Palm Beach County***

**Mail, Fax, or Drop off Resume and Cover Letter to:**

**Attn.: Khrissy Lastierre  
205 N Dixie Hwy. Ste. 4.1100  
West Palm Beach, FL 33401  
Fax #: 561-355-2995**

**Posting Date: April 4, 2017**

**Application Deadline: Friday, April 21, 2017**

**PRIMARY LOCATION:** Guardian ad Litem Offices, Palm Beach County

**SCHEDULE:** 8:00 AM – 5:00 PM Mon – Fri

**WAGES:** \$15.15 per hour for 40 hours a week

**Vacation/personal pay provided**

No additional benefits are provided

### **Position Overview**

This is a full time **grant-funded** position focused on ensuring effective advocacy services for child victims who have been adjudicated in Florida's 15<sup>th</sup> Judicial Circuit because of parental abuse, neglect or abandonment. This is a highly independent, responsible position focused on achieving the GAL Program's primary mission: advocating for the best interests of children involved in the dependency court system. In this position, you may work directly with children, as a Staff Advocate, or work with children through assigned volunteers, as a Volunteer Supervisor, or by a combination of the two roles. Duties and Responsibilities include, but are not limited to, the following:

### Program Management:

- If appointed to a child's case as a Volunteer Supervisor will achieve each of the following duties through the work of volunteers. If appointed to a child's case as a Staff Advocate will achieve the following duties by direct involvement with the children and families served.
  - Ensures compliance with all Circuit and Statewide administrative and operational standards, policies, procedures, and initiatives in order to achieve consistent, effective best interest advocacy for children assigned to the Program.
  - On each assigned case, visits each child monthly (unless an approved, child specific exception is granted by your Circuit Director), gathers information, gives recommendations and provides written reports in order to advocate for and achieve best interest outcomes for each child, with particular emphasis given to safety, permanency, and normalcy for all children assigned.
  - Attends and meaningfully participates in court hearings, depositions, case plan conferences, dependency mediations, staffings, and meetings relating to cases assigned.
  - Maintains complete and accurate case file records relating to all activities, recommendations and results relating to all children served.
  - Ensures highly assertive advocacy through a collaborative, team based decision making culture, utilizing all members of the advocacy team: attorneys, case coordinators, volunteers and when appropriate, management.
  - Completes other Duties as assigned by Management

### Volunteer Management

- Implements and adheres to all Circuit and Statewide volunteer management procedures and practices. Effectively trains, evaluates, provides feedback, coaches, supervises and retains assigned volunteers, when assigned, to continually improve the quality and effectiveness of child advocacy, with strong emphasis on securing permanency and safety for all children served.

#### Inter-Agency Collaboration and Government Relations

- Develops effective working relationships with all local agencies, primarily the Department of Children and Families and its contracted agencies, as well as service providers involved in Community Based Care and the child welfare system.

This position requires 10% Travel

#### **Requirements:**

- Bachelor's degree from an accredited four year college or university plus one year of applicable experience in a program of social service, counseling, teaching, or supervising volunteers
- Proficiency in basic business applications such as Microsoft Office
- Strong verbal and communication skills
- Highly detail-oriented

\*The Child Advocate Manager Position is funded by the Victims of Crime Act (VOCA) Assistance Grants through the Florida Office of the Attorney General to Speak Up for Kids for the PBC Guardian ad Litem Program, 15<sup>th</sup> Judicial Circuit. The VOCA assistance program offers funding to local community providers for use in responding to the emotional and physical needs of crime victims, assisting victims in stabilizing their lives after their victimization, helping victims to understand and participate in the criminal justice system, and providing victims with a measure of safety and security.

Speak Up for Kids and PBC Guardian ad Litem Program, 15<sup>th</sup> Judicial Circuit are equal opportunity employers and supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.