



## DCCMP Support Specialist Full Time Job Description

Advocates for Children CASA is a 501 (c)(3) non-profit organization that works to make sure that all children dream, thrive, and grow with a sense of belonging and empowerment to build a successful future. Our organization recruits, trains, and supports community volunteers who advocate for children who have open dependency & neglect cases, truancy cases, juvenile delinquency cases, need additional education advocacy, or are an adolescent that may need some additional support. Our compassionate Court Appointed Special Advocates, tutors, and mentors speak up for these children's best interests.

The Douglas County Collaborative Management Program (DCCMP) Support Specialist will directly support the DCCMP Coordinator with DCCMP Facilitated Meetings to include Family and Engagement Services (FACES) meetings, Strategic Planning Family Meetings (SPFMs), A2D Family Meetings, and other DCCMP facilitated meetings as they are developed.

**Reports to:** Routine supervision for this position will be provided by the Employer of Record (Advocates for Children CASA) and the DCCMP Executive Committee. This position requires bi-monthly supervision meetings with the Advocates for Children CASA supervisor, and quarterly supervision with the DCCMP Executive Committee. Salary, benefits, and human resources will be provided by Advocates for Children CASA. Advocates for Children CASA will be a member of the DCCMP Interagency Oversight Group (IOG) Executive Committee and will be kept informed of this position's performance. This position will receive training from the DCCMP Coordinator.

**Salary:** \$48,000-57,000

**Hours:** This is a 40-hour/week position. Hours will be generally Monday-Friday during the hours of 8am-5pm, with occasionally night and weekend hours during outreach events, volunteer trainings and agency events. This position will be based out of the Advocates of Children CASA office located at 16965 Pine Lane, Suite #120, Parker, Colorado 80134, with the option of co-locating at partnering IOG member offices.

**Transportation:** A valid driver's license, personal transportation, and proof of insurance is required for this position. Must have the ability and willingness to perform local job-related travel.

**Description of Duties:** (The following examples are illustrative only and are not intended to be all-inclusive.)

- DCCMP Facilitated Meetings

- Pre-meeting correspondence (availability questions, scheduling, calendar invites, distribution of documents)
  - Facilitation of family meetings
  - Support to the CMP Coordinator during professional meetings
  - Post-meeting correspondence (distribution of case plans, provides resources, etc.)
  - Participation in meeting process workgroups
  - Data entry as it relates to facilitated meetings.
- Performs other duties as assigned by the DCCMP Executive Committee and/or the Employer of Record that promote the mission of the DCCMP.

**Independent Judgment:**

This position requires a moderate level of independent judgement regarding daily tasks such as communication with DCCMP Partners, data entry and meeting notifications. This position requires a high level of independent judgement when facilitating family meetings and providing resources to the community. This position depends on supervisory guidance and approval related to any programmatic changes or funding related inquiries.

**Minimum Qualification Requirements:**

- This position requires a bachelor’s degree in a human services or juvenile justice related field (Social Work, Psychology, Sociology, Criminology, etc.) as the scope of this work entails interacting with and providing services to professionals and community members in this field-inclusive of facilitating family meetings, professional meetings and providing resources.
- Two years of experience in Human Services related field.
- Preferred Qualifications: Bilingual (Spanish speaking preferred) and meeting facilitation experience preferred.

**Skills and Experience:**

- Knowledge of/familiarity with laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and child welfare and juvenile justice systems and related practices.
- Knowledge of community resources. Understand goals and objectives of human services and juvenile justice.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Proficient in Microsoft Office Applications- Outlook, Word, Excel, PowerPoint. Proficient in data entry systems.
- Proficient in virtual meeting platforms.
- Requires good verbal and written communication skills.
- Requires good customer service skills.
- Experience bringing others together and trying to reconcile differences.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Analyzing information and evaluating results to choose the best solution and solve problems.

- Ability to think creatively when solving problems.
- Ability to establish and maintain effective working relationships.
- Ability to be flexible with constant interruptions or requests.
- Ability to defuse tense situations and facilitate meetings through a strengths-based and solution-focused lens.
- Requires the ability to manage multiple tasks.
- The ability to combine pieces of information to form general rules or conclusions.

**Essential Qualities:**

- Encourages and practices critical thinking
- Is self-reflective and empathic
- Is committed to remaining current on research and best practice standards
- Recognizes the influence of workplace relationships on outcomes and results
- Maintains a respectful and accepting approach to others
- Awareness of the influence of the larger context on individual behavior
- Collaboratively and creatively supports the work efforts of families and colleagues at all levels
- Encourages and practices self-care
- Encourages and practices healthy professional boundaries
- Values ethical practice
- Honors commitments
- Practices blameless problem-solving

**Applying:**

- To apply, please send a cover letter, resume, and references to Victoria Raphael, Executive Assistant to the COO, at [one\\_casa@adv4children.org](mailto:one_casa@adv4children.org). No phone calls please.