



Douglas County Collaborative Management Program Manager 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, truancy, or juvenile delinquency cases, need additional education advocacy, or an adolescent that may need some additional support. Our compassionate Court Appointed Special Advocates, tutors, and mentors advocate for these children's best interests.

The Douglas County Collaborative Management Program (DCCMP) Manager will provide case coordination, project and data management for the Douglas County HB1451 Collaborative Management Program. The DCCMP is charged with collaboratively serving Douglas County's children, youth, and families in an efficient and effective way by assisting each person to build upon their own individual and collective strengths, breaking down barriers and providing the right services at the right time, with the goal of autonomy within the family structure. The DCCMP Manager assists the CMP members as they work together to fill in the gaps in the service continuum, reduce duplication and fragmentation, and aid in the successful completion, or prevention of, system involvement. The intention is for the Douglas County Collaborative Management Program to become the hub of community-based resources and services, with a creative lens of support and hope for a better tomorrow.

The DCCMP Manager will supervise the DCCMP Youth & Family Engagement Liaison and ensure the execution of Facilitated Meetings to include Family and Children's Engagement Services (FACES) meetings, Strategic Planning Family Meetings (SPFMs), A2D Family Meetings, and other DCCMP facilitated meetings as they are developed. The DCCMP Manager works directly with the elected DCCMP executive committee and will support and manage the work of the DCCMP interagency oversight group (IOG), which is made up by members of the larger DCCMP community.

Reports to: Chief Operating Officer

Salary (Non-Exempt): \$31.25-32.69/hr (depending on relevant experience), which is equivalent to \$65,000-68,000/annually

Benefits: Vacation, Holiday Pay, Paid Time Off, 401(k), Medical Insurance and Dental Plan

Hours: This is a 40-hour/week position. Hours will be generally Monday-Friday during the hours of 8am-5pm, with occasional 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 co-locations at partnering CMP agencies.

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.

Background Checks: Background checks will be ran on finalists, with hiring contingent on return of clear background checks. Advocates for Children CASA reserves the right to refuse employment to individuals who have a criminal history, are on the National Sex Offender Registry or Government Watchlist, have been convicted of a DUI or DWAI within the past ten years or appear on the child abuse and neglect registry. Background checks are renewed every four years after hiring.

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

- Manage and facilitate Interagency Oversight Group (IOG) and its stakeholders, IOG Executive Committee and various workgroups.
- Facilitate the scheduling and execution of monthly Executive Committee meetings and bi-monthly (six times a year) full IOG meetings, in addition to an annual Strategic Planning Meeting.
- Annually complete or review a Memorandum of Understanding, IOG bylaws, IOG annual reports and maintain a database for all youth served within the fiscal year.
- Ensure maintenance and accuracy of CMP data and documents. The coordinator will collect and maintain data from internal CMP databases as well as applicable external CMP partnering agencies.
- Identify and pursue funding opportunities to sustain and expand CMP programs and services.
- Ensure CMP compliance with all programmatic, statutory and funding requirements.
- Membership and participation in Juvenile Services Planning Committee (JSPC) and Student Attendance Review Board (SARB) meetings. Participation may expand on an as needed basis to various community meetings for program development and monitoring.
- Manage funding requests which include blending funding and funding resources for families in need of services.
- Supervise and support the DCCMP Youth & Family Engagement Liaison and ensure the execution of the multi-disciplinary teams' process of assessment and treatment goal setting with clients and youth targeted through HB1451 and Crossover Youth Practice Model which take place during 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.
- Support Youth & Family Engagement Liaison in ensuring referrals for CMP services and resources are processed referrals coming from any of the following systems: Mental Health, Department of Youth Services, Douglas County Department of Human Services, Juvenile Justice (including Pre-Trial and Probation), Douglas County Schools, or other systems as may be approved for inclusion.
- Coordinate with Youth & Family Engagement Liaison to provide case management and care coordination with providers of service including but not limited to family members, Human Services caseworkers, Probation Officers, CYDC staff, legal representatives, school personnel, primary care physicians, and other mental health and community partners.

- Demonstrate strong customer service focus, effective communication and professionalism with children, youth and families, co-workers and outside personnel in order to provide high quality services and to enhance community relationships.
- Demonstrate initiative, organization, and flexibility. Work involves collaboration with Directors of Human Services, Probation, CYDC, School District, Judicial and CMP stakeholders.
- Interpret the needs of the volunteers and program, and present professional recommendations to Advocates for Children CASA & DCCMP Leadership.
- Devote time to professional development.
- Duties specifically relating to Advocates for Children CASA:
 - Follow all Advocates for Children CASA Policies and Procedures as applicable to this position, including those related to confidentiality, release of information and record keeping.
 - Attend regularly scheduled staff and internal program meetings.
 - Attend training introductions and swearing-in ceremonies for new volunteers, as well as all other events where staff presence is mandatory.
 - Assist with the planning and execution of additional program activities (i.e., holiday project, volunteer recognition, continuing education).
 - Adhere to office procedures, practices, expectations, and policies of the organization
 - Effectively implement all policies as adopted by the Board.
 - Communicates effectively and accurately to the Chief Operating Officer personal progress and needs on a regular basis.

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.

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.
- Minimum of 21 years old

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.

- Experience with grant writing and grant compliance and management.
- Proficient in Microsoft Office Applications- Outlook, Word, Excel, PowerPoint. Proficient in data entry systems.
- Proficient in virtual meeting platforms.
- Ability to communicate effectively both verbally and in writing
- Experience bringing others together and trying to reconcile differences.
- Gives 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.
- Able to analyze information and evaluate 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.
- Capacity to work with people of diverse educational, professional, socioeconomic, and ethnic backgrounds
- Experience in creating and conducting presentations for large groups of professionals
- Excellent organizational skills
- Demonstrated ability to project a positive image and attitude

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. No phone calls please.