



## Independent Living Liaison Full Time Job Description

Advocates for Children CASA is a 501 (c)(3) non-profit organization that works to ensure 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 educational advocacy, or are an adolescent that may need some additional support. Our compassionate Court Appointed Special Advocates, volunteers, mentors, and tutors speak up for these children's best interests.

The Independent Living Liaison will provide case coordination at Advocates for Children CASA in addition to serving as a support for youth navigating the Foster Youth to Independence (FYI) housing vouchers administered by South Metro Housing Options (SMHO). In collaboration with SMHO and various community agencies, the Independent Living Liaison will devote half of the workload supporting youth in our Foundations Program as they navigate the housing voucher process and access community resources. The other half of the workload will be spent supervising a caseload of youth and volunteers in the Dependency & Neglect CASA program.

The Independent Living Liaison will identify, generate, and utilize resources and tools to ensure youth utilizing the FYI vouchers can more efficiently complete required processes to secure housing. In addition to coordinating cases, the Independent Living Liaison will work closely with the Program Manager to continue developing and growing the Foundations mentoring program at Advocates for Children CASA. This role will professionally interact with community partners, placement providers, youth, and other professional stakeholders.

**Reports to:** Program Manager

**Salary (Non-exempt):** \$21.64-\$24.04/hr (depending on experience), which is equivalent to \$45,000-\$50,000 annually

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

**Hours:** Full-time, Monday-Friday 8am-5pm, night and weekend hours periodically during volunteer trainings and agency events. Position will be based out of our office located at 16965 Pine Lane, Suite #120; Parker, Colorado 80134 with co-locations at partnering agencies.

**Transportation:** A valid driver's license and personal transportation is required for this position. This position will be expected to meet youth in person throughout the Denver Metro area for purposes such as gathering paperwork and supporting the youth as they search for housing.

### **Description of Duties:**

#### **Foundations Program (Housing Navigation)**

- Manages, on average, a caseload of 16 Foundations Program cases, which includes youth who are already paired with a mentor, those who are awaiting a mentor pairing, and those who have opted to not have a mentor but remain involved with CASA for resource access and navigation
- Coordinates and conducts intake for assigned youth participating in the Foundations Program

- Provides Foundations Program orientation, paperwork, administers initial assessment and initiates the process of creating a youth Individual Learning Plan (ILP)
- Continual search for valuable and applicable activities and resources according to the Foundations Program outcomes
- Provides life skills learning, resources, support and coaching to youth once a month (applicable for youth who do not have a volunteer assigned)
- Supports mentors in facilitating assessments at six months and when exiting the program
- In collaboration with South Metro Housing Options, monitors youth who have been referred for Foster Youth to Independence (FYI) housing vouchers and tracks their progress in acquiring housing
- Supports youth in various stages of housing navigation including, but not limited to, gathering required documents for voucher applications, attending housing authority briefings, conducting apartment searches, assisting in completing and returning voucher paperwork, and navigating community resources
- Attends collaborative meetings with various community stakeholders
- Generates and utilizes documents, trainings, and other means of communication to instruct youth and their support systems on how to best navigate the housing voucher process

### **Dependency & Neglect**

- Manages a caseload of, on average, 16 Dependency & Neglect cases, with an emphasis on cases involving youth preparing to leave foster care or whose Dependency & Neglect is getting ready to close entirely or transition to a Foster Youth in Transition case
- Receives new cases from court
- Presents the case to the prospective volunteer
- Facilitates a case planning meeting to introduce the volunteer to the other professionals involved in the case
- Ensures court coverage for all hearings pertaining to assigned cases
- Provides additional court coverage as needed
- Reminds and assists volunteers with preparation and editing of court reports for all hearings, except for hearings otherwise approved by Program Manager
- Ensures volunteers thoroughly gather information on their cases to advocate from an informed and objective perspective

### **Additional Duties**

- Maintains contact with volunteers at least monthly
- Updates Outlook calendars and Optima (internal database) in a timely manner
- Attends case-related meetings in lieu of volunteers if they are unable to attend, as needed
- Processes case closing paperwork and follows established case closing procedures with each volunteer
- Appropriately addresses any concerns related to volunteer's performance during the case (this may include handling conflict with professionals at higher levels)
- Coaches and empowers volunteers to advocate at their best ability
- Ensures all case records are up to date and all program partners are notified of specific case information as needed
- Attends regularly scheduled program meetings with other program staff to discuss cases and address other issues as needed
- Participates and assists in the facilitation of Volunteer Training and other programmatic events, including some night and weekend hours
- Assists with the planning and execution of additional program activities (i.e., holiday project, volunteer recognition, continuing education)
- Actively engage in positive and collaborative relationships with the community, volunteers, program partners, co-workers, and professionals

- Adheres to office procedures, practices, expectations and policies of the organization
- Performs related job duties as required
- Coaches volunteers through writing and editing court reports  
Distributes court reports to case professionals and Judge in a timely manner
- Assists in screening, interviewing, and engaging prospective volunteers, as needed
- Interprets the needs of the volunteers and program, and presents professional recommendations to the Program Manager and Chief Operating Officer
- Effectively implements all policies as adopted by the Board
- Communicates effectively and accurately to the Program Manager personal progress and needs on a regular basis
- Devotes time to professional development

**Skills and Experience:**

- Preference will be given to those with experience in housing navigation, working with youth transitioning out of Human Services' care/oversight, and working with youth.
- Minimum of one year of qualifying experience with a bachelor's degree
- Minimum of 21 years old
- Ability to take initiative in completing assigned projects with minimal supervision
- Capacity to work with people of diverse educational, professional, socioeconomic, and ethnic backgrounds
- Skills in collecting and interpreting data
- Experience in creating and conducting presentations for large groups of professionals
- Excellent organizational skills
- Proficient in all Microsoft Office applications
- Ability to communicate effectively both verbally and in writing
- 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 practices
- 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) by end of business on March 25, 2022. No phone calls please.

**For more information about Advocates for Children-CASA, visit [adv4children.org](http://adv4children.org)**

