



STAR VISTA

JOB DESCRIPTION

JOB TITLE: Family Advocate/Case Manager (Bilingual Spanish Required)

PROGRAM: Child and Parent Services (CAPS)

DEPARTMENT: Early Childhood and Family Services Department

STATUS: Full time exempt 40 hours/week; Benefits include medical, dental and vision insurance, 403(b), flex plan, sick, vacation, personal and 14* holiday pay

SALARY: DOE

REPORTS TO: Program Manager

PROGRAM DESCRIPTION:

StarVista's Child and Parent Services (CAPS) is a multidisciplinary program that supports the community by providing prevention and early intervention services to families residing in San Mateo County. The families we serve are either at risk of child abuse/neglect or have had a report made to Child Welfare and are in need of support. The focus of the program is to provide strength-based and short-term approach, which includes therapeutic services, resource linkage, advocacy, and groups. Services are available in the family's home, in their community or virtually. Due to current COVID-19 health and safety concerns services will be delivered telehealth until restrictions are lifted agency and/or county wide.

Range of services include; family case management, parent education and parent support groups in the community. Family Advocate will provide family case management as needed. Family Advocate will facilitate workshops in the community geared toward parents/caregivers.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Provide weekly case management and family advocacy support to victimized children and their families in collaboration with a victim center and/or community partner
- Provide weekly in home, community or telehealth sessions.
- Provide crisis intervention, case management, parent education, safety planning, linkage to community resources and completing an intake assessment for children and their families.
- Participate in group and individual supervision on a weekly basis.

- Collaborate with victim centers and community partners to coordinate services to address client and/or community challenges and enhance client and/or community strengths.
- Prepare and facilitate parent education and parent support groups in the community.
- Support and coordinate care with other community partners the program/agency has developed.
- Maintain timely and appropriate documentation of services.
- Prior experience in working with families of diverse populations and at-risk families.
- Awareness and practice of cultural humility.
- Assess community needs and ways to promote engagement across services.
- Find community resources and information that will support the treatment plan of families/children receiving services.
- Attend meetings and mandatory trainings related to the policies and agreements of the program/department/agency.
- Fluency in Spanish.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Hold a BA degree in Social Work, Psychology, Education, Child Development or related field; or more than four years' experience working in a related field. Drivers License and HR clearance required, including TB test, and Department of Justice LiveScan Fingerprint clearance.

POSITION STATUS:

Position is able to accommodate candidates starting at 30 hours a week. Those who work over 20 hours a week qualify for pro-rated benefits including health, dental, and vision, sick leave, vacation, personal days, and holiday pay. Full benefits start at 30 hours a week.

TO APPLY: Send resume to maria.delrio@star-vista.org

*14 holidays are based on the calendar year 2020-2021. These number of paid holidays may change per fiscal year.