



CASA OF THE SOUTH PLAINS, INC. JOB POSTING

TITLE: Collaborative Family Engagement (CFE) Lead

DATE: February 2023

CLASSIFICATION & STATUS: Exempt – Full Time

REPORTS TO: Director of Advocacy or Senior Director of Advocacy (to be assigned by Chief Program Officer)

PRIMARY RESPONSIBILITY: Serves as the lead for Collaborative Family Engagement (CFE) for the agency. The CFE Lead will lead the CFE process ensuring the process is part of the agency's daily advocacy and will serve as CASA of the South Plains' representative for all CFE information/communication with staff, Volunteer Advocates, Texas CASA, CPS, Saint Francis Ministries (SFM), and other stakeholders.

ESSENTIAL RESPONSIBILITIES & DUTIES:

1. CFE within the CASA Volunteer Advocacy Program:
 - a. Coordinate CFE by providing orientation, initial, and ongoing training to Advocacy Coordinators and Volunteer Advocates to ensure all processes and responsibilities are carried out to reach desired outcomes.
 - b. Serve as intake contact for CFE referrals.
 - c. Meet with Program Leadership, Advocacy Coordinators, and Volunteer Advocates to identify family connections to research and contact to be included in the family meeting process.
 - d. Conduct case and family research to assist in the identification of family/kinship to participate in Family Meetings.
 - e. Employ CFE tools to explore options for permanency and support.
 - f. Follow up between meetings as needed regarding pending tasks.
 - g. Track criterion for CFE cases, ensuring "The 4 C's" (collaborate, cultivate, convene, and connect) are actively applied in each designated CFE case.
2. CFE with external stakeholders:
 - a. Coordinate and schedule Team Alignment Meetings and Family Meetings to meet requirements.
 - i. Coordinate Family Meetings with SFM to ensure timely Family Meetings are held at required intervals.
 - b. Facilitate Team Alignment Meetings and co-facilitate Family Meetings with SFM staff.
 - i. Participate in training to develop facilitation skills in preparation to be primary facilitator for Family Meetings.
 - c. Prepare, conduct, and/or participate in presentations to CPS/SFM staff, the legal community, and other community partners as requested.
3. Documentation & Evaluation:
 - a. Develop and document appropriate process for evaluation with outcome related data, and ensure all evaluations are collected and returned as required.

- b. Follow up with Advocacy Coordinators, Volunteer Advocates, and SFM staff on a regular and ongoing basis to ensure deadlines are met.
 - c. Document all CFE meetings and outcomes in Optima to ensure staff have access for follow-up and reporting.
 - d. Track and document participation and outcomes and maintain records and statistics as required by Program Leadership and Texas CASA.
4. Embedding:
- a. Lead and support efforts to embed CFE into day-to-day practice throughout CASA, even on cases not currently assigned to CFE.
 - b. With the Director of Advocacy, monitor plan sustainability to ensure program is on track to meet all requirements for desired outcomes.
 - c. Attend, participate, develop and/or deliver additional CFE trainings, as requested.

OTHER RESPONSIBILITIES

- 1. Fulfill the Advocacy Coordinator role if needed for a pro-rated number of Volunteer Advocates
- 2. Attend and support special events
- 3. Additional duties as required

KNOWLEDGE, SKILLS, & EXPERIENCE

- 1. Education
 - a. A minimum of a Bachelor's degree required. CASA of the South Plains welcomes employees from diverse educational backgrounds and degree programs.
- 2. Minimum experience
 - a. Previous experience with CFE team meetings, family meetings, family finding, and/or connection building is required
 - b. Previous participation CFE-specific training facilitated by Texas CASA and/or DFPS is required
 - c. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis, and other social service skills are given priority
 - d. Previous experience managing volunteers and working directly with children specifically in the foster care system is required
 - e. Prior experience in the provision of case management or advocacy services with children required
 - f. Demonstrated commitment to the values of diversity, equity, and inclusion
 - g. Demonstrated integrity, honesty, and ethical conduct
 - h. Demonstrated passion for CASA's mission
 - i. Approved criminal and DFPS background is required
- 3. Critical areas of qualifications include the following
 - a. Facilitation experience preferred
 - b. Vision to identify potential and opportunity
 - c. Ability to build and maintain consensus
 - d. Proven leadership ability
 - e. Excellent attention to detail
 - f. The ability to concisely and clearly convey and interpret information to and from others orally and in writing
 - g. Persistent and diplomatic in encouraging volunteer motivation and case advocacy
 - h. Self-starter with minimal guidance required
 - i. Highly organized

- j. Ability to coach and empower a diversity of individuals
- k. Able to work collaboratively in a team environment

SALARY & BENEFITS:

CASA of the South Plains offers paid vacation, paid sick leave, paid holidays including extended Christmas break, flexible work schedule, and health insurance coverage at no cost to the employee (an average of \$6,000 per year). Paid time off increases with years of service. Office hours are Monday through Thursday 8am to 5pm and Friday 8am to Noon. Remote work may be an option. Annual pay starts at \$40,000.

APPLICATION PROCEDURE:

Interested applicants should email a resume and cover letter to apply@casaofthesouthplains.org, **by 5pm Monday, February 13**. Please include the position title "CFE Lead" in the subject line.

CASA of the South Plains is an equal opportunity employer. For more information about CASA of the South Plains, please visit www.casaofthesouthplains.org.