



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	Child Advocacy Specialist		
<b>Department:</b>	Court Administration	<b>Reports To: (Title)</b>	Family Court Administrator
<b>Effective Date:</b>		<b>Revision Dates:</b>	April 12, 2021
<b>Wage Category:</b>	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
<b>EEO-1 Category:</b>	Administrative Support	<b>Union Classification:</b>	N/A

### POSITION SUMMARY:

The Child Advocacy Specialist is responsible for the development and supervision of the Child Advocacy Program. Develops and creates contracts with local universities and recruits MSW students from those universities to assist the Guardians ad Litem (GALs). This includes one-on-one supervision with MSW student interns completing required field experience from a CSWE accredited Graduate Social Work Program. This position also collects and compiles relevant statistics, develops policies and procedures, and completes all required University documentation.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions:***

1. Development and supervision of the Child Advocacy Program.
2. Develop and create contracts with local Universities.
3. Recruit, interview and Supervise MSW interns.
4. Provides orientation to MSW interns, including proper format for reports that will be given to the GALs.
5. Edits reports before they are finalized.
6. Ensures that the MSW Interns receive all necessary trainings including mandated reporter training, domestic violence training and any available dependency related trainings.
7. Ongoing communication with University personnel.
8. Developing and maintaining internship placements with University Social Work Departments.
9. Meetings with Guardians ad Litem to review student assignments and progress.
10. Completing all intern documentation as required by the respective University.
11. Compiling program statistics and providing an annual program summary.
12. Accompanies interns on visits or independently conducts visits as necessary.
13. Maintaining updated knowledge of CSWE regarding changes in protocols and educational requirements.

#### ***Non-Essential Functions:***

1. Provides training to CASA volunteers on the CAP program.
2. Paperwork and correspondence.
3. Social Work training sessions.

4. Other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Master of Social Work Degree and PA License, LSW or LCSW from a CSWE accredited program received at least two years ago.
- Previous intern supervision experience, at either Bachelor's or Master's level.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES;**

- Generalist Social Work knowledge and skill base.
- Knowledge of Child Dependency Welfare System, Juvenile Court procedures and the Juvenile Act.
- Knowledge and ability to supervise student internships.
- Ability to develop and maintain relationships with Universities.
- Ability to organize and prioritize work.
- Ability to work independently and exercise good judgment.
- Ability to communicate effectively both orally and in writing.
- Ability to use Word, Excel and the AS400 database.
- Able to handle stress.
- Physical presence in the office may be required.

**PHYSICAL DEMANDS:**

- Possible eye strain from long periods of reading and using a personal computer.
- May involve long periods of sitting.

**WORKING ENVIRONMENT:**

- Part-time work from home or the Courthouse.
- Some field work is possible.

**Applications:**

EOE M/F/D/V. For more information, contact Lisa A. Siciliano, Esquire, Family Court Administrator, 633 Court Street, 4<sup>th</sup> Floor, Reading, PA 19601 610-478-6208 ext. 5771. **Please submit a cover letter, resume and County Job Application to Deputy Court Administrator Lisa A. Siciliano, Esquire, on or before May 7, 2021.**

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*