

**Non-Classified  
EMPLOYMENT OPPORTUNITY**

**Office of the Child's Representative**

**SOCIAL SERVICE PROFESSIONAL COORDINATOR**

Location: Downtown Denver

**Position Number:** 88029

**Job Location:** Denver, CO

**Salary:** \$5,693-\$7,628 per month

**Release Date:** September 12, 2018   **Apply By:** October 12, 2018

**Employment Type:** EXEMPT-FULL TIME

**BROAD SCOPE OF POSITION:**

Develop programming to support effective use of SSPs (Social Service Professional) by Guardians *ad litem* (GAL) and to increase availability of SSPs for GALs throughout Colorado. Serve as a liaison between GAL and SSP to enhance attorney practice for GALs who must make independent determinations based on an understanding of a child's developmental and educational needs, trauma history and family's functioning. Coordinate with OCR Staff Attorneys to assess and address specific SSP needs in each judicial district.

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Assess GALs' current use of SSPs and needs for additional SSP services and supports.
- Identify and implement strategies for providing SSP services to GALs and supporting GALs' effective use of SSPs.
- Coordinate with Staff Attorneys to build relationships with GALs across the state to accurately assess appropriate social service needs.
- Expand on OCR's current efforts to contract directly with SSPs to support GALs in their independent investigation and advocacy.
  - Identify potential SSPs in each judicial district across the state of Colorado.
  - Engage in contracting process of SSPs alongside OCR's Executive Director.
  - Providing oversight and support to SSPs to maintain congruency of work among judicial districts.
  - Monitor SSP billing to ensure effective and efficient use of SSPs.
- Identify, promote, and support best practices for GALs who engage in their own use of SSPs.
- Develop protocols, training, and tools for effective use of SSPs.
- Provide GALs with updated social service research and training when necessary.
- Explore alternative models for providing SSP services to GALs, such as the use of graduate students.
- Participate in staff meetings and training when necessary.
- Requires sitting, standing, bending and reaching.
- The position will require transportation and the ability to travel across the state.

- Hours will be 8-5, Monday through Friday with occasional hours outside of that time frame due to trainings or OCR related events.
- Perform other duties as assigned.

*OTHER DUTIES/TRAVEL:* The OCR is a small office, and the Social Service Professional Coordinator must be a team player. The position requires developing strategic plans for a myriad of issues and engaging in crisis management daily. The Social Service Professional Coordinator must be able to work independently but also collaborate closely with other staff to solve problems. Duties outside the primary scope of the position may be assigned by the Executive Director. The OCR serves all 22 judicial districts in the state of Colorado and agency needs will require travel and presentations outside of the Front Range, including OCR's annual jurisdictional visits and two conferences per year presented by the OCR.

*QUALIFICATIONS:*

- Master's Degree in social work or related field.
- Minimum of two years' experience in Child Welfare.
- Experience working in the Child Welfare System, specifically with GALs.

*PREFERRED:*

- Current license as a LCSW/LPC/LMFT in good standing in the State of Colorado.
- Ability to build relationships with GALs and SSPs across the state of Colorado.
- Knowledge of community resources.
- Ability to work with the OCR staff to support the work of the GAL.
- Effective written and verbal communication skills.
- Knowledge and understanding of trauma-informed care principles/practices.
- Experience with program development/implementation or willingness to learn and develop project management skills.

**HOW TO APPLY:**

To be considered for this position, please submit the completed application packet as detailed below, noting the above referenced position. Completed application packets must be received by 5:00pm on the above listed "apply by" date.

The completed application packet will include:

- A cover letter
- Resume
- A minimum of three professional references

Please submit the application packet to:

Office of the Child's Representative  
Attn: Brandy Lombardi, Administration and Accounting Specialist  
1300 Broadway Suite 320  
Denver, CO 80203

Or via email to: [brandy lombardi@coloradochildrep.org](mailto:brandy lombardi@coloradochildrep.org)

You may submit the required information by mail or e-mail. Be sure your application materials specifically address your qualifications for the position. Late or incomplete packages will not be considered. Please note that the application materials will not be returned. Fax applications will not be considered. Successful applicants will be contacted to schedule an interview. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and short-term disability plans, and paid leave.

The Office of the Child's Representative is committed to providing an environment free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. The OCR is an equal opportunity/affirmative action employer fully committed to achieving a diverse work force. The OCR invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality and perspective of GAL and CLR practice.