

# CASA of Marion County JOB DESCRIPTION



**JOB TITLE:** Advocate Coordinator

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**STATUS:** Full Time(40 hours)/Non-Exempt

**SALARY:** \$16.00 - \$18.00 per hour (DOE)

**REPORTS TO:** Program Manager

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**POSITION SUMMARY:** The Advocate Coordinators supervise the CASAs, once they are on board. The CASA Advocate Coordinator provides professional staff support to advocate volunteers, ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. The primary responsibility is coordinating advocate cases through the judicial process; this includes, but is not limited to training, mentoring, coaching, and assisting volunteers to bring their cases to completion. Secondly, the position may include participation in a variety of general tasks necessary to the successful operation of the program, including community outreach, data maintenance, office tasks, and support with special events and functions. There is frequent need for exercising a high degree of independence in a highly confidential environment. The management of the volunteers, post enrollment is the responsibility of the Advocate Coordinators.

## **RESPONSIBILITIES:**

### CASA Advocate Coordination:

- Supervise advocate volunteers (30-35 volunteers)
- Assist in recruiting, screening, and interviewing as needed
- Conduct regular volunteer evaluations and monthly case meetings
- Review pending cases, evaluate, and in consultation with the Executive Director/Program Manager, assign to appropriate advocates
- Keep advocates apprised of court and hearing dates, report due dates, etc.
- Collaborate with advocates to develop case plans and ongoing strategies for advocacy
- Attend court, CRB hearings and/or DHS meetings when needed to support advocates, provide assistance or for tracking unassigned cases
- Maintain paper and electronic case file records for assigned and unassigned cases
- Assist advocates in creation of required written court reports by reviewing, and editing if necessary, the content and form of such reports and distribute to appropriate parties
- Provide support, assistance and supervision for advocate volunteers, helping them to maintain and enhance advocate performance over time
- Educate and assist volunteers regarding the thought processes by which to reach an opinion
- Ensure volunteers are appropriately advocating for the children in their case giving consideration to the cultural and unique needs of each child
- Assist advocates with the preparation of oral presentations to the Juvenile Court
- Read, review case documentation of assigned cases

## **PROGRAM SUPPORT:**

- Assist with organization and management of case files, advocate rosters and lists, and resource information
- Attend staff meetings and assist in the evaluation of the program
- Assist with volunteer appreciation and public awareness events
- Provide office coverage as assigned by the Executive Director/Program Manager
- Data entry and maintenance of case management database for volunteer and child data collection

- Maintain case and advocate files so as to be in compliance with all State and National CASA standards
- Assist the Executive Director or program in whatever capacity necessary to maintain the integrity and success of the organization

#### Employee Development

- Complete New CASA Volunteer Training
- Attend advocate in-services, conferences, seminars, and other meetings as directed
- Maintain general understanding of current information and conditions relative to child abuse and neglect and the juvenile legal system
- Maintain a professional attitude and respect for supervisors, co-workers and advocates
- Participate in professional development opportunities through attendance at conferences, seminars to achieve 6 hours annually of continuing education

#### **QUALIFICATIONS:**

The ideal candidate should be knowledgeable and passionate about the issues of child abuse and neglect as well as committed to an organized and efficient office. Previous experience in social services a plus. The candidate must have excellent verbal and written communication abilities. Proficient use of computers, Microsoft Office, and office equipment. The ability to work well with diverse groups, including people struggling with poverty, drug addiction, abuse and neglect. Must be able to handle emotionally challenging case content and subject matter. Must have a personal car, current Oregon driver's license, and auto liability insurance.

#### General Qualifications

- Team-oriented; self-directed; good sense of humor; ethical; organized.
- Ability to maintain confidential information concerning the agency, clients, program organizational plans, policies and strategies.
- Good interpersonal skills, including communication and conflict resolution skills.
- Respect and value for work styles that differ from your own.
- Professional attire and demeanor required.

**Education:** Bachelor's Degree in human services, sociology, psychology, or related field or equivalent experience in a related field. Evidence of continuing professional education through conferences, seminars, and professional affiliations preferred.

**Experience:** Experience in a volunteer coordinator position, social services agency, family legal work, or related field in a non-profit setting.

#### **OTHER INFORMATION:**

- A comprehensive criminal background check will be completed after job offer
- Drug screening may be required
- CASA of Marion County is an equal opportunity employer
- Some flexibility in weekly schedules will be required and may include evening and weekend hours to accommodate trainings and community events.
- Benefits include health and dental insurance, generous PTO plan, and Holiday schedule

#### **TO APPLY:**

Send cover letter, resume and 5 professional references to CASA of Marion County, PO Box 20298, Keizer, OR 97307 or email to [Shaney@casamaronor.org](mailto:Shaney@casamaronor.org). Position open until filled.