



Advocate Coordinator (Full-time) Job Description

GENERAL DESCRIPTION

Join our team and make a difference for a living! CASA (Court Appointed Special Advocates) of Houston County, Inc. is committed to the mission of a safe, permanent, nurturing home for every abused and/or neglected child by providing a highly trained volunteer to advocate for them in the juvenile court system. We are looking for a person committed to recruiting and coaching a cadre of amazing volunteers to be the best advocates they can be, as well as positively impacting the advocacy efforts of our program.

JOB RESPONSIBILITIES

- Volunteer Recruitment
 - Plan and implement recruitment initiatives including at least one quarterly event/outreach effort.
 - Follow-up with and track individuals/groups interested in volunteering with the program.
 - Interview potential new volunteers as needed.
 - Represent CASA in the community including public presentations, networking, media and public awareness activities.
 - Continuous screening of potential and existing volunteers to ensure they are using sound judgment and operating in accordance with CASA standards and policies.
 - Generate ideas, articles, and information for use in various communication mediums including social media.

- Case Management
 - Supervise CASA Advocates. Including:
 - Match and assign cases to advocates
 - Develop case advocacy strategies with volunteers
 - Update case files and case information
 - Maintain frequent contact (at least monthly) with each assigned volunteer to provide support and document tracking.
 - Assist volunteers with drafting of court reports with appropriate case recommendations and provide a full review prior to completion.
 - Maintain volunteer files to include all necessary screening, assignment and volunteer-specific documentation as specified by program policies and CASA standards.
 - Provide timely case updates and volunteer activity reports at staff meetings.
 - Annually evaluate advocate performance in the fulfillment of their duties.
 - Attend juvenile court proceedings and other case sensitive meetings, as required or requested. Serve as a liaison between CASA Advocates and interested parties (DFCS Case Managers, Attorney GALs, Court Staff, providers, etc.)

- Training
 - Assist with planning and facilitating CASA pre-service training (National CASA curriculum).
 - Assist with coordinating and facilitating volunteer meetings.
 - Notify and encourage CASA Advocate participate in monthly in-service training opportunities.



JOB RESPONSIBILITIES (cont.)

- Reporting
 - Complete CASA program reports as outlined by reporting guidelines and internal deadlines.

- Other
 - Assist with planning and implementation of Annual Volunteer Appreciation.
 - Attend job related trainings and meetings as assigned by the Executive Director.
 - Generate ideas, implement, and assist with volunteer retention efforts.
 - Assist with planning and execution of community awareness projects and special events.
 - Other duties as assigned.

ACCOUNTABILITY

The Advocate Coordinator is hired by and reports to the Executive Director who is responsible for his/her performance evaluations. The Advocate Coordinator should display a commitment to CASA of Houston County's goals and mission.

DESIRED QUALIFICATIONS

Experience/expertise in recruitment, data management, and volunteer management preferred. Proficiency in common workplace software programs (such as MS Word and Excel). Candidate must be detail-oriented, professional, and able to work flexible schedule. A degree in Public Relations, Communications, Human Services, Psychology, Sociology, Social work, Education, preferred. Extensive experience and/or skills may be substituted for degree.

SKILLSETS FOR SUCCESS

Strong work ethic, team player, works well independently, self-starter, ability to multi-task, understands importance of deadlines, organized, good-great computer skills, detail-oriented, excellent verbal and written communication skills, great interpersonal skills, views situations objectively and rationally, both follows and gives direction well.

Resumes may be sent via e-mail to: vlowe@houstoncountyga.org or mailed to: CASA of Houston County, Inc.
206 Carl Vinson Pkwy
Warner Robins, GA 31088

Deadline/postmark by Friday, December 15, 2017