



CASA of The Cheaha Region

Advocate Coordinator

Calhoun County

Job Description

Status: Full-time

Location: CASA of the Cheaha Region, Calhoun County

Salary: \$32,000

Reports to Executive Director

SUMMARY

This position is responsible for the ongoing supervision of advocates and management of the program's appointed cases of abuse and neglect in the Court.

QUALIFICATIONS

Bachelor's degree preferred, in a social service-related field, or the equivalent combination of education and experience. Must have advanced writing skills and be able to pass a grammatical exam prior to hiring. Ability to interact with, inspire, and empower volunteers effectively. Consistently able to work with different types of personalities respectfully. Positive, uplifting attitude with ability to adapt. Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect. Long term commitment to the program's mission, goals, and standards. Must have the ability to be on call as needed for volunteer support. After hours and weekend work may be required, periodically.

POSITION RESPONSIBILITIES:

- **Volunteer Management**

Assist with the recruitment, screening and training of new volunteers. Assist with reviewing new cases and assigning volunteers. Prepare and distribute assignment documentation. Oversee case development. Provide support to volunteers through regular communication. Consult with volunteers regarding reports. Attend court hearings when required. Maintain case files on-site to include maintenance and data entry in Optima software. Assist with the completion of monthly reporting and implementation of a volunteer in-service training program. Prepare volunteer evaluations. Prepare written court reports. Edit written volunteer reports. Grammatically proficient in written and spoken word. Assist in the preparation of volunteer and community events.

- **Community Awareness**

Maintain effective relationships through personal contact and written communication with other professional and social service organizations, funding groups and charitable organizations. Interpret the mission of CASA to the public.

- **Administrative**

Attend staff meetings. Assist with revisions to the volunteer job description when needed. Attend conferences, seminars and meetings as requested by the Program Director. Sit on hiring committees when requested. Participate in fundraising activities when requested. Assist in maintaining the case

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file database. Compile statistical information as required. Travel and reliable transportation are required; and other duties as assigned.

WORK ENVIRONMENT

Be a team-player and support co-workers in the CASA office, as well as team members in DHR and the legal system. Business casual attire appropriate for office environment. Local travel required; proof of Alabama driver's license and car insurance (required).

Candidates must successfully complete the local and federal criminal background checks, sex offender background checks, and Child Abuse Registry clearances.

EEO POLICY STATEMENT

The Alabama CASA Network and CASA of the Cheaha Region provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.

HOW TO APPLY

Please email your resume and cover letter to lmiller@alabamacasa.org