



**Position Title: Advocate Supervisor/Volunteer Coordinator**

**Overview of CASA DeKalb County, Inc.**

CASA (Court Appointed Special Advocates) is the *Guardian ad litem (GAL)* appointed to children in DeKalb County who have experienced abuse or neglect. These children are in the court system through no fault of their own. CASA advocates interview the child and all relevant parties in the child’s life and prepare written reports to present this information to the juvenile court judge so the judge can make decisions that enhance the child’s well-being.

**Position Summary**

The Advocate Supervisor/Volunteer Coordinator provides professional staff support, monitoring and training to CASA advocates. The Advocate Supervisor/Volunteer Coordinator assists with advocate appointments, supervision and coordination of cases, including attending all court hearings, to ensure that children involved with the CASA program receive effective advocacy and early permanency planning. The Advocate Supervisor/Volunteer Coordinator reports directly to the Executive Director and may require being available outside of normal 9 to 5 working hours. This is an in-office position.

**Responsibilities**

- Perform all tasks related to advocate management, including, but not limited to:
  - Assist in the recruiting, interviewing and training of new advocate volunteers
  - Review new cases and appoint advocates and pro bono attorneys in consultation with other Advocate Supervisors
  - Motivate, monitor, support, educate, and direct the advocates
  - Attend meetings and participate in home visits with or for the advocates
  - Maintain CASA case files, statistics and advocate information
  - Maintain confidentiality of all matters directly or indirectly related to CASA cases
  - Maintain all case related records in a timely and organized manner
  - Maintain contact with and generate retention of volunteer advocates
  - Willing to be trained on and use CASA case management system
  - Facilitate and attend in-service trainings for advocates
  - Participate in advocate performance evaluations as assigned by the Executive Director
- Represent CASA DeKalb County in all legal court proceedings, including:
  - Keep records of all court dates, types of hearing, and program data
  - Assist advocates with preparation of court reports and ensure timely delivery to all parties
  - Work cooperatively on assigned cases with DCFS investigators, caseworkers, attorneys, families, police, schools, medical providers, mental health providers and juvenile court Assistant State’s Attorney
  - Attend juvenile court hearings

## **Required or Preferred Experience and Qualifications**

- Bachelor's and/or advanced degree in social services, law, nonprofit management or related field or equivalent combination of education and experience
- Knowledge and understanding of the role of a CASA/GAL
- Knowledge and understanding of dealing with trauma related issues within families and dealing with issues related to children's trauma
- Excellent oral and written communications
- Strong planning, scheduling and motivation skills
- Experience with Microsoft Office Suite
- Experience with volunteer management and data collection software experience
- Ability to lead effectively in challenging and emergency situations
- Ability to thrive in an autonomous setting
- Ability to work with and thrive in a variable work schedule environment
- Strong interpersonal relations
- Ability to work well with advocates, court services and social services staff, attorneys, children and families
- Commitment to CASA DeKalb County's goals, vision and values

Compensation is commensurate with experience. Benefits include vacation and sick days as well as a retirement savings contribution. Healthcare support may be provided by a negotiable monthly health insurance stipend.

CASA DeKalb County, Inc., is an Equal Opportunity Employer. All policies, practices and recommendations are administered without discrimination on the basis of actual or perceived race, color, religion, national origin, ethnicity, ancestry, sex, gender identity or expression, sexual orientation, age, recipient of an order of protection, marital status, physical or mental disability/handicap or military status in any of its activities or operations.

*To apply, please submit a resume and cover letter to Jill Olson, Executive Director, at [jolson@casadekalb.org](mailto:jolson@casadekalb.org).*