



## 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 the DeKalb County juvenile court system who have experienced abuse and neglect. These children are in the court system through no fault of their own. CASA advocates interview the child and all relevant parties in their 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, under the direction of the Senior Advocate Supervisor, assists in recruiting, training, supervising and retaining volunteer advocates who represent the best interests of abused and neglected children in juvenile court. The Advocate Supervisor/Volunteer Coordinator is responsible for monitoring and coordinating cases 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 Senior Advocate Supervisor and may require being available outside of normal 9 to 5 working hours.

### **Responsibilities**

- Serve, with the Senior Advocate Supervisor, all tasks related to advocate management, including:
  - Assist in the recruiting, interviewing and training of new volunteer advocates
  - Review new cases and appoint advocates in consultation with Senior Advocate Supervisor
  - Motivate, monitor, support, educate and direct the advocates in their case work
  - Attend meetings and participate in home visits with or for the advocates
  - Maintain CASA case files, statistics and advocate information using case management software
  - Maintain contact with and generate retention of volunteer advocates
  - Plan, facilitate and attend continuing education trainings for advocates
  - Participate in evaluating and maintaining volunteer workloads and 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
  - Maintain strict confidentiality as it relates to all cases

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

- Bachelor's and/or advanced degree in social services, law, nonprofit management or related field, plus 3-5 years of work experience, or equivalent combination of education and experience
- Knowledge and understanding of dealing with trauma-related issues within children and families
- Knowledge and understanding of the juvenile court process and the role of a CASA/GAL
- 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 staff, attorneys, children and families
- Commitment to CASA DeKalb County's goals, vision and values

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

Applicant must be able to work remotely from a confidential setting as needed.

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).*