



## **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 100% of children involved in the DeKalb County juvenile court system due to abuse or neglect by a parent or guardian. CASA advocates are the eyes and ears of the judge and the voice of the child in court, advocating for the child's best interests. CASA's role is to interview the child and all relevant parties in the child's life and present the gathered information to the court through written reports, with the goal of the child being placed in a safe, permanent home as soon as possible.

### **Position Summary**

As an Advocate Supervisor/Volunteer Coordinator, you will have the opportunity to work with community members who give their time and talents to serve as volunteer advocates for children in DeKalb County. Your role will be to help recruit and train new volunteers as well as help supervise and retain our current volunteer base. In your position as an Advocate Supervisor/Volunteer Coordinator, you will also have the opportunity to work directly with children and families in DeKalb County, helping oversee the management of cases to ensure that children involved with the CASA program receive effective advocacy and early permanency planning.

### **Responsibilities**

- Perform all tasks related to advocate management, including, but not limited to:
  - Assist in the recruiting, interviewing and training of new volunteer advocates
  - Review new cases and appoint advocates and pro bono attorneys in consultation with other Advocate Supervisors
  - Motivate, supervise, 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 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 current 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:
  - Attend juvenile court hearings
  - 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, juvenile court Assistant State's Attorney and others

### **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 communication skills
- Strong interpersonal relations, including ability to work well with volunteers, attorneys, court personnel, children, families and social service providers
- Experience with Microsoft Office Suite
- Experience with volunteer management and data collection software
- 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, including flexibility to work outside of 9-5 working hours on occasion
- Commitment to CASA DeKalb County's mission, 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).*