



Advocate Coordinator's Job Description

GENERAL DESCRIPTION:

The Advocate Coordinator provides professional staff support to CASA volunteers ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. The Advocate Coordinator is responsible for volunteer recruitment, training, supervision and coordination of cases.

QUALIFICATIONS:

The Advocate Coordinator should have the following skills and experience:

- Bachelor's degree in social service-related field or equivalent combination of education and experience.
- The ability to communicate with, supervise and empower volunteers to be effective in their roles. Experience with volunteers given preference.
- The ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference.
- Commitment to CASA's goals and mission.
- Demonstrates a commitment to CASA's diversity, equity and inclusion initiatives.
- The ability to build relationships with social services, local courts, and community resources.
- Experience training and supporting adult learners.
- Successfully pass extensive background screenings, including a fingerprint check.
- Flexible hours working some evenings and weekends due to training and events.
- A valid driver's license is required to travel to site visits, court appointments, and other travel as required.

ACCOUNTABILITY:

The Advocate Coordinator is hired by the Board of Directors on the recommendation of the Executive Director of the program. The Advocate Coordinator reports directly to the Executive Director who is responsible for his/her performance evaluations.

RESPONSIBILITIES:

- Complete CASA training.
- Lead and coordinate in the recruiting, screening, interviewing and training of new volunteers.
- Review new cases and assign appropriate volunteers in consultation with the Executive Director.
- Prepare and distribute assignment documentation.
- Help develop initial case plans and on-going strategies for advocacy.
- Review and distribute volunteer court reports.
- Maintain case files in office.
- Attend court hearings when possible and track court dates.
- Provide assistance and consultation for volunteers as needed and when requested.
- Assist volunteers in office in completion of volunteer/case stat sheets.
- Participate in volunteer evaluations as assigned by the Executive Director.
- Attend staff meetings and assist in the evaluation of the program.
- Attend in-service trainings and assist with coordination if requested.
- Assist in volunteer appreciation events.
- Provide office coverage as assigned by the Executive Director.
- Complete work time sheets twice a month.
- Attend conferences/seminars/meetings as requested by the Executive Director.
- Participate in performance evaluations of this position as directed by the Executive Director.
- Other duties as may be assigned by the Executive Director or the Chairman of the Board.

CASA of East Central Wisconsin provides equal employment opportunities to all employees and prohibits discrimination and/or harassment of any type without regard to race, color religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information, political affiliation, military service, or other non-merit-based factors.

Job Type: Full-Time

Pay: \$19.25-\$20.19

Benefits:

- Flexible schedule
- Paid time off
- Mileage reimbursement

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