



# CASA of Montgomery County

## *Advocate Coordinator* Job Description

**Status:** Part-time, with possibility of Full-Time

**Locations:** Montgomery County Family Courts

### **Reports to Executive Director of CASA of Montgomery County**

#### **MISSION:**

The mission of CASA of Montgomery County is to be the voice for children who have been victims of abuse and/or neglect.

#### **REQUIRED SKILLS:**

Ability to interact with, inspire, and empower volunteers effectively. Ability to multitask, work within a team atmosphere, and effective organizational skills. Positive uplifting attitude with ability to adapt. Knowledge and understanding of issues and dynamics within families in crisis related to child abuse and neglect.

#### **SUMMARY OF DUTIES AND RESPONSIBILITIES:**

##### **Volunteer Management**

- Prepare and distribute documentation and oversee case development.
- Provide ongoing support and supervision through regular and consistent communication.
- Assist with court reports (edit, consultation, guidance).
- Attend court hearings.
- Ensure volunteers complete the necessary training, reports, and data entry.

##### **Operations and Service**

- Recruit, train, manage and retain qualified volunteers.
- Oversee volunteer performance with an emphasis on screening, training, and supervision of volunteer advocates.
- Assess quality of service continuously through feedback from the court, program data, outcome measures and adherence to CASA Local Program Standards.
- Monitor interactions of volunteers with children served for safety and adherence to the role of a court appointed special advocate.
- Maintain program files and records and provide oversight of volunteer files and records.
- Ensure all background screens are completed for volunteers.
- Ensure all reports for volunteer hours, reports, notes are complete, correct, and efficient.
- Maintain a caseload as requested by Alabama CASA Network.
- Perform related duties as required and/or requested by the Executive Director of CASA of Montgomery County

## **QUALIFICATIONS**

- Bachelor's degree, preferably in a social service-related field, or the equivalent combination of education and experience.
- Experience required (volunteer or paid) in any of the following areas: social services, child advocacy, volunteer supervision, training, volunteer CASA or guardian ad litem, child welfare, education, mental health.
- The ability to communicate with and empower volunteers to be effective in their roles.
- 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.
- Commitment to the program's mission, goals, and standards.
- Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex project environments, prepare responses/narrative quickly and clearly and use personal initiative.
- Strong verbal and written communication.
- Good interpersonal and networking skills, highly articulate team player.

## **WORK ENVIRONMENT**

- Be a team-player and support co-workers.
- Business casual attire appropriate for office environment.
- Some 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**

CASA of Montgomery County provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate based on 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.