

About Coweta Court Appointed Special Advocates (CASA)

The mission of CASA is to provide training and supervision to volunteers who advocate for the best interests of abused and neglected children who are under the jurisdiction of the Coweta, Heard and Meriwether County Juvenile Courts. The CASA program takes a holistic approach of the child's psychological, physical, and educational needs and well-being to advocate for permanency in the child's life. While the proceedings of permanency can be anywhere from six months to a year or more, the CASA program engages the child and provides consistent case management to make sure the child's needs are addressed.

Volunteer Coordinator Job Summary

Coweta CASA is seeking a passionate and self-motivated advocacy coordinator to join our growing organization. In this position, you will provide support to CASA volunteers to ensure that children involved with the CASA program receive sound advocacy and early permanency planning. This position will focus on serving children in dependency court.

Qualifications

The Volunteer Coordinator should have the following skills and experience:

- Bachelor's degree in social service-related field or equivalent combination of education and related experience.
- The ability to communicate with, supervise, and empower volunteers to be effective in their roles. Experience with volunteers is preferred.
- The ability to work cooperatively with people from different cultures and backgrounds.
- Knowledge and understanding of issues and dynamics within families in crisis relating to abuse and neglect.
- Must be comfortable and passionate about working with justice-involved youth.
- Commitment to Coweta CASA's goals and mission.

Accountability

The Volunteer Coordinator will be hired, supervised and evaluated by the Executive Director.

Responsibilities

1. Assist in the recruitment, screening and training of new volunteers.
2. Review new cases and assign appropriate volunteers in consultation with program staff.
3. Prepare and distribute case assignment documentation.
4. Help develop on going strategies for advocacy with volunteers.
5. Review, edit and draft CASA volunteer court reports.
6. Accompany volunteers on home visits as necessary.
7. Attend court hearings with volunteer and document in the online case management system.
8. Provide assistance and consultation for volunteers as needed and when requested.
9. Maintain and document at least monthly contact with volunteers.

10. Participate in volunteer evaluations.
11. Assist in evaluation of the program by maintaining statistics on child victims served.
12. Attend conference, seminars, and meetings as requested.
13. Forward program information to any person making an inquiry.
14. Receive applications, initiate background checks, set up and maintain volunteer files.
15. Assist with volunteer training and in service training including notification to volunteers about opportunities
16. Ensure CASA reports are distributed to attorneys, DFCS and juvenile court
17. Assist with volunteer recognition

Benefits: This is a full-time position that includes generous paid time off.

To Apply: Email a cover letter and resume to amanda@cowetacasa.org with "Volunteer Coordinator" as the subject. Deadline is May 31st. No phone calls, please.

Coweta CASA is an equal opportunity employer. Job applicants and staff shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.