

**Employer:** Children First, Inc.  
**Position:** Athens-Oconee CASA Advocacy Coordinator  
**Status:** Full-time (Position to be filled by August 1, 2019)

### **Organization Overview**

Through advocacy and mentorship, the Athens Oconee Court Appointed Special Advocates (CASA) organization empowers community members to stand up for a foster child and champion their rights in court. CASA recruits, trains and provides ongoing support to community volunteers serving as officers of the court to advocate for the best interests of abused and neglected children in the foster care system. Through sustained, personal attention, CASA creates positive change in children's lives, providing children with hope, stability and opportunities to thrive in preparation for healthy, productive adult lives. More information can be found at [www.athensoconeeCasa.org](http://www.athensoconeeCasa.org).

### **Position Overview**

The Advocacy Coordinator is primarily responsible for the administrative case management of the open dependency court cases serviced by CASA. In doing so, the Advocacy Coordinator provides supervision and direction to Peer Coordinators and CASA volunteer advocates, and ensures volunteer compliance with Agency policies. The Advocacy Coordinator also collaborates with Children First staff to screen potential volunteers, provide volunteer advocate training, and ensure that the educational needs of all client youth are met. Please submit your application, resume and cover letter on our website <https://www.childrenfirst-inc.org/athens-oconee-casa-advocacy-coordinator.html>

### **Responsibilities**

#### ***Supervision, support and management of volunteer advocates and their assigned cases***

- Support volunteer advocates in the completion of court-mandated duties, including, but not limited to, developing and submitting monthly contact logs, court reports and case plans and participating in court hearings and case meetings
- Maintain organized, accurate and up-to-date physical and electronic case records in compliance with Agency protocols, HIPAA laws, and ensure data integrity for reporting needs
- Create and participate in Children First, Inc and Athens-Oconee CASA Marketing Campaigns
- Facilitate and attend Volunteer Recruitment, utilizing social media and other promotional avenues. This will include public speaking opportunities
- Spearhead and co-facilitate Athens-Oconee CASA fundraising and community events
- Exercise discretion and independent judgment to assist advocates in creative problem solving, utilizing Agency and community resources and ensuring accuracy and consistency with dependency permanency planning law and best practices
- Facilitate and mediate relationships between advocates and professionals, family members, and others as needed
- Assess and strategically match advocates with cases in a timely manner
- Maintain monthly minimum contact with advocates, providing coaching and advice tailored to individual case and volunteer needs
- Identify and share information about specialized services and resources with advocates and CASA staff
- Annually evaluate and document advocate performance in the fulfillment of their duties

### **Additional Responsibilities**

- Support Athens Oconee CASA to provide comprehensive, extended training for volunteer advocacy and mentorship
- Provide assistance with training of new advocates and the continuing education and retention of established advocates
- Establish and maintain effective, collegial working relationships with CASA staff, board and volunteers, as well as with representatives of the respective courts, attorney panel, education service providers and other community service providers and entities
- Participate in Community Meetings as a representative of the agency
- Participate in agency fundraisers
- Other duties as assigned; by the Executive Director and Agency may be assigned from time to time; Athens Oconee CASA is a small non-profit organization requiring flexibility from its staff
- Candidate will have or be willing to purchase and use own personal cell phone
- Candidate will need access to transportation around Clarke and Oconee counties on a weekly basis and then transportation through-out the state up to ten times a year.

### **Preferred Qualifications**

- Bachelor's degree, preferably in social-service related field
- Experience in the fields of social service, juvenile law, education and volunteer program management and/or case management required
- Knowledge of the needs and strengths of transitional youth with an appreciation of the middle and late adolescent stages of development; direct service experience supporting youth in foster care strongly preferred
- Strong working knowledge of community resources in the city of Athens and the greater Clarke and Oconee County Areas
- Must complete Volunteer Advocate Training; and undertake related self-development activities
- Must pass a comprehensive background check
- Comfortable with learning and using new software programs including database management systems
- Strong written communication skills, including editing skills; candidates should be prepared to provide a writing sample upon request
- Excellent oral communication skills, including the ability to welcome feedback, calmly evaluate and make mindful, strategic decisions in emotionally-charged situations and in the absence of complete clarity
- Competence in Microsoft Word, Excel and Outlook programs
- Flexibility with hours, including some evenings and weekends, with an ability to independently manage one's workload and schedule
- Have reliable transportation and ability to schedule some travel
- Demonstrated respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability or gender and experience working with culturally diverse populations
- Ability to build team morale and support everyone's effort to succeed
- Ability to maintain confidentiality and exercise diplomacy and discretion in communication with others
- Demonstrated follow-through on commitments, with accountability for own actions
- Work collaboratively as a team within the Athens-Oconee CASA program and Children First, Inc.
- Spanish-English bilingual candidates encouraged to apply