



Children's Voice: CASA, Inc. | www.douglascountycasa.org
8701 Hospital Dr. | Suite C | Douglasville, GA 30134
Office 770-577-7228

Position: Advocacy Coordinator
Reports to: Chief Executive Officer
Effective: October 2024
Salary: 40K

WHO WE ARE

Children's Voice: CASA, Inc. trains special advocates to represent abused and neglected children in the Douglas County Court System. Our advocates work tirelessly for the best interests of these children, ensuring they find safe, loving, and permanent homes. We are committed to serving all children, including those from marginalized populations, and we advocate for the reunification of families whenever possible.

POSITION SUMMARY

The Advocacy Coordinator is a multifaceted position at Children's Voice: CASA, Inc. The primary responsibility of this role is to assign, manage, and supervise CASA volunteers who provide direct advocacy for abused and neglected children in foster care. The Advocacy Coordinator will empower and support up to 30 CASA volunteers who serve children and youth experiencing foster care, building relationships with them, identifying their needs in all domains, and ensuring these needs are met. The Coordinator will monitor the safety and well-being of children in their placements, oversee their academic progress, and facilitate information sharing among professionals.

Additionally, this role includes leading recruitment and training efforts, as we aim to increase the number of trained CASA volunteers. The Advocacy Coordinator will also champion inclusivity and cultural humility by supporting the unique needs of marginalized children and families, such as those identifying as LGBTQ+, and will work towards fostering environments where all children feel a sense of belonging.

JOB RESPONSIBILITIES

- Manage and supervise 25- 30 actively assigned CASA volunteers to meet program expectations.
- Serve as a resource and court expert for CASA volunteers who advocate for children or youth.
- Support volunteer recruitment efforts, including managing recruitment platforms and facilitating outreach.
- Interview prospective CASA volunteers and match trained volunteers with children in need.
- Edit and review Court Reports prepared by CASA volunteers for Juvenile Court Judges.
- Develop strategies for volunteer advocacy, focusing on supporting reunification efforts for families.
- Maintain case and volunteer files in accordance with program guidelines.
- Accompany volunteers to court and home visits as necessary.
- Track court dates and ensure timely updates on case progress.
- Provide basic and ongoing training for CASA volunteers, which may include evening or weekend work.
- Serve as a staff expert in areas related to child welfare, marginalized populations, and youth at risk, and develop written materials for ongoing training.
- Ensure regular communication with volunteers to maintain high-quality service and advocacy.
- Participate in court hearings, family team conferences (FTCs), and other meetings to support volunteers and their cases.
- Collaborate with fellow staff to create a cohesive team approach and back up other team members when needed.
- Ensure all CASA volunteer and child records are accurate and up to date.

- Facilitate training on reunification and supporting marginalized youth, such as LGBTQ+ children in foster care.
- Other duties as assigned.

ACCOUNTABILITY

The Advocacy Coordinator reports directly to the Chief Executive Officer, who is responsible for performance evaluations. This role requires a commitment to the mission and values of Children's Voice: CASA, Inc., particularly in advocating for the well-being and best interests of vulnerable children.

DESIRED QUALIFICATIONS

- Bachelor's degree in a related field; Master's degree preferred.
- Strong interpersonal skills and the ability to build meaningful relationships.
- Excellent written skills, with the ability to confidently edit reports and documents.
- Outstanding oral communication skills and the ability to present to diverse audiences.
- Ability to manage and track the progress of numerous cases, children, and CASA volunteers.
- A deep understanding of the foster care system and child welfare advocacy.
- Problem-solving and mediation skills.
- An open-minded, collaborative team player.
- Entrepreneurial spirit with flexibility and a positive attitude.
- A passion for working with children and families, particularly those from marginalized communities.

SKILL SETS FOR SUCCESS

- Two years of case management experience or professional experience in child development, mental health, or education. A preference for a Master's degree in social work, education, or a related advanced degree.
- Experience working with volunteers and knowledge of child abuse, neglect, and families in crisis.
- Knowledge of Douglas County Child Welfare System and relevant laws.

LIMITATIONS AND DISCLAIMER

The above job description outlines the general nature and scope of the work to be performed. It is not exhaustive and is subject to change in order to accommodate organizational needs and individual abilities. Employees will be expected to fulfill other job-related duties as assigned. This job description does not guarantee employment and is not intended to be a contract of employment. Continued employment remains on an "at-will" basis.

Children's Voice: CASA, Inc. is an Equal Opportunity Employer and we do not discriminate against any employee or applicant based on race, color, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, religion, veteran status, genetic information, disability, or any other federal, state, or locally protected class.

Apply Here: If you are interested in joining our team, please submit your resume and cover letter to lyoung@douglascountygga.gov. We look forward to reviewing your application!