

Bluebonnet Children's Advocacy Center

Job title: Tri-County Court Appointed Special Advocates Case Supervisor

Work Location: Counties of Uvalde and Real of Texas

Reports to: Tri-County Court Appointed Special Advocates Program Manager/Executive Director

Part-time position:

Position Purpose: This is a part time position, (20 hours weekly), to be housed at the Uvalde office location. Our Court Appointed Special Advocates provide and promote court appointed volunteer advocacy so that every abused or neglected child can be safe, establish permanence, and have the opportunity to thrive. The Volunteer Coordinator works to assure quality services for each child who is assigned to Tri-County CASA by the courts.

Essential Duties and Responsibilities:

Administration

- * Upholds the credibility, integrity, and dignity of the Children's Appointed Special Advocates program conducting all business in an honest, fair, professional, confidential, and compassionate manner
- * Cooperate and regularly communicates with the Court, Texas Department of Family Protective Services, and attorneys to promote understanding and acceptance of the CASA advocacy role
- * Maintains effective client relationships
- * Performs all other duties as assigned by the Program Manager/Executive Director Financial Management
- * Complies with the organization's financial management policies Program Direct Services
- * Supervise a caseload (of 15 volunteers and 20 cases)
- * Supervises volunteers' work on cases assigned by the courts
- * Monitors court hearing and provides communication and volunteer staffing in the three county area
- * Coordinates casework responsibilities including family and child contacts, professional contacts, support services, linkage to community resources, and court appearances
- * Maintains contact with volunteers assigned to caseload at least twice per month during the first three months after accepting a new case and least once a month thereafter
- * Assists volunteers as needed in preparing court reports and ensure reports are filed with the court at least five working days prior to the hearing
- * Attend court hearings, Permanency Conferences (PC) meetings, and Family Group Conference (FGC)
- * Attend Child Advocacy Center case reviews
- * Maintains case files, including documentation of case work, court orders, court reports and correspondence current
- * Monitors cases to ensure appropriate services are provided Personnel
- * Provides overall direction and management of volunteers
- * Maintains volunteer personnel records according to policy
- * Recruits, selects, and supervises volunteers according to policy
- * Performs probationary and annual volunteers personnel evaluations
- * Assures all volunteers receive appropriate orientation, training and development
- * In coordination with the Program Manager assists with recognition of volunteers Public/Community Relations
- * Actively seeks opportunities to increase public awareness regarding child abuse/neglect by

actively participating in abuse/neglect activities

E d u c a t i o n / W o r k

Experience Requirements:

- * Bachelor's Degree or minimum of five years' experience in related field with previous non-profit administrative experience
- * Demonstrated life experiences showing strong empathy for abused and neglected children and non-offending caregivers
- * Considerable knowledge of community resources and services available to children and families
- * High level of written and oral communication skills, organization skills, computer skills, and collaborative capabilities
- * Capable of managing volunteers in various roles
- * Occasional travel is required
- * Must be willing to work some evenings and weekends
- * Employment is dependent on criminal background check, including criminal and CPS clearances as well as credit history check To request an application for employment, please send your inquiries to:

Edward Gentry,
Executive Director at
bluebonneted@sbcglobal.net