

Great Plains CASA for Kids

Advocacy Specialist

**JOB DESCRIPTION**

**EMPLOYEE SUPERVISION: SUPERVISES CASA VOLUNTEERS (50-60%)**

1. Assigns cases, reviews, and approves reports and provides feedback on assignments through regular documented contacts with volunteers.
2. Provides technical assistance guidance, support, and information to volunteers regarding crisis intervention.
3. Completes written annual evaluations for all CASA volunteers he/she supervises and provides copies to Executive Director.
4. Resolves casework or interpersonal problems with CASA volunteers supervised.
5. Identifies and uses methods to recognize contributions of CASA volunteers.
6. Enters required information into Optima Software to track volunteers and their casework as well as their own contact with parties.
7. Monthly review volunteer logs with Volunteer Supervisor to assure volunteers meet minimum expectation of service requirements.
8. Will supervise no more than 30 volunteers or 45 cases at any given time. The number of volunteers is reduced pro rata from staff required to perform duties other than the supervision of volunteers.

**Coordination (10%)**

1. Works with CASA colleagues and with other agencies to review program related procedures, develop cooperative relationships, and resolve problems.
2. Coordinates case activities between CASA volunteers and involved parties.
3. Identifies and keeps informed about available community resources for children and families.
4. Assists with training and in-service training of new volunteers pertaining to crime victims as directed by the ED.
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6. Coordinates visitations between children and biological parents and the courts.

**Technical Skills (10%)**

1. Uses supervisory skills to provide guidance, support feedback and information to CASA volunteers and documentation of direct services to victims.
2. Applies and updates knowledge of case management skills, court process, and community resources.

3. Assist program development.
4. Provide general office assistance. Must work as a team and engage in activities.
5. Must participate, as at team for fundraisers after hours.
6. Must be punctual.

The managing Volunteer Supervisor will responsible for these duties, however they will also be expected to provide other services and assist through the program at the request of the Executive Director.

### **Preferred Education and Experience**

1. Associates Degree or above from an accredited university, emphasis in criminal justice, business administration or related field, preferred. Previous work experience may supersede a degree.
2. Experience (volunteer or professional in social service agency, preferably in children's services.
3. Bilingual (Spanish/English)

### **Qualifications**

1. Knowledge of and ability to perform general office practices and procedures. Knowledge of Windows and Microsoft Office applications.
2. Strong public speaking and writing skills.
3. Good organizational skills.
4. Must pass criminal and reference checks
5. 21 years or older
6. Have a valid State of Texas license
7. Maintain automobile liability insurance.
8. Be willing to complete new CASA volunteer training and become sworn offer of the court in the Great Plains CASA for Kids, Inc., service area. Must maintain eligibility throughout term of employment.

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Employee's Signature

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Executive Director's Signature