

**Lone Star CASA is seeking a Child Advocacy Specialist position. This is a full time, exempt position. This position will office out of our Rockwall or Kaufman location. To be considered for this position you must submit a cover letter, resume and salary requirements. No phone calls please.**

**Job Title:** Child Advocacy Specialist

**Category:** Exempt Full-time position

**Reports to:** Program Manager

**Qualifications:**

- Bachelor's Degree from an accredited college or university (preferably in human services or related field) or minimum of four years commensurate experience
- Experience in providing staff or volunteer supervision and ability to manage people.
- Excellent communication, writing and organizational skills
- Recognize and respect the sensitive nature of the work and maintain confidentiality
- The ability to work cooperatively with individuals of diverse racial, economic and cultural backgrounds
- Experience in working with computer software: Microsoft Office suite including Power Point
- Highly organized, self-motivated, flexible team player with strong organizational skills with ability to meet deadlines

**Summary of Responsibility:**

The Child Advocacy Specialist will supervise CASA volunteers as they advocate in the best interest of children who've been abused or neglected and are now involved in a legal case with Child Protective Services. This role is responsible for carrying out the Lone Star CASA mission.

**Essential Duties and Responsibilities** include the following. *Other duties may be assigned.*

**Volunteer Supervision:**

- Supervise CASA volunteers, providing guidance, direction and motivation
- Assist the volunteer advocate in identifying permanency planning issues for children while steadily moving the case forward toward the goal of a safe and permanent placement.
- Attend and participate in staff and case-related meetings including, but not limited to, permanency Conferences, court hearings, CFEs, family conferences and any other case related meetings.
- Support and supervise volunteer advocate's court reports, court attendance and testimony
- Assist with volunteer recruitment, retention and recognition activities
- Keep accurate record of dates of Hearings, Trials, PPT's and other necessary meetings
- Assist in making contacts and/or visits when needed
- Keep an up to date list of community resources and provide information to volunteer advocates as needed

**Casework and Documentation**

- Represent CASA to the court, to child welfare agencies including CPS, and other community agencies who serve abused and neglected children and their families
- Work cases as a staff advocate when volunteers are not available and maintain accurate and timely records
- In coordination with Program Manager, collect and verify volunteer's monthly contact/time/mileage logs from Optima
- Report concerns regarding volunteer advocates to the Program Manager
- Participate in initial volunteer training as requested
- Participate in monthly CASA continuing education activities as requested

**Other Responsibilities include:**

- Complete a minimum of 12 hours of continuing education annually and attend national, regional, and state conferences and meetings when appropriate
- Attends and participates in community meetings as directed by Executive Director or Program Manager
- Collaborate with other local and state organizations when needed
- Assist in fund raising activities and events as directed
- Complete special projects and tasks as assigned by the Program Manager or Executive Director
- Other duties may be assigned

**Conditions of Employment**

- Schedule includes regular office hours and some evening and weekend work, requires flexibility and availability
- Must have daily transportation
- Must pass all background checks
- Ability to sit and type at computer for at least 7 hours per workday
- Participate in continuing education opportunities as appropriate
- Ability to lift 10-15 pounds for office supplies or AV equipment
- Occasionally carry out or assist with other duties not listed on this job description

Resumes and cover letter can be submitted to [HR@lonestarcasa.org](mailto:HR@lonestarcasa.org).