



CASA of Merced County

Job Description

2824 Park Ave. Suite A
Merced CA 95348
Office 209-722-2272
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www.mercedcasa.org

Position Title: Advocate Coordinator / Training Coordinator

Work Location: 2824 Park Ave Suite A Merced (may work county-wide as needed)

Reports to: Associate Director

Status: 40 hours, non-exempt

Supervises: Volunteer Peer Coordinators and Volunteer Advocates

Salary Range: \$14-\$16 per hour

Court Appointed Special Advocates (CASA) of Merced County is a non-profit organization whose mission is to recruit, train, and support volunteers to advocate and speak for the best interests of abused and neglected children in the Child Welfare and Juvenile Court systems. Over the past 9 years, CASA has trained over 300 volunteers and provided advocacy, stability, and hope to hundreds of children who are in foster care.

Basic Function:

Advocate Coordinator / Training Coordinator is responsible for training all potential CASA volunteers. The Training Coordinator provides and/or oversees all volunteer trainings including five 35-hour initial trainings per year and ongoing monthly continuing education for volunteers. The Advocate Coordinator / Training Coordinator is responsible for maintaining volunteer records within the CASA software system and tracking program outcomes.

Advocate Coordinator / Training Coordinator will lead volunteer advocates to succeed in accomplishing their goal of advocating for the best interests of abused and neglected children in the child welfare and juvenile court systems, so that the children have the best opportunity for safety, permanence, well-being and a healthy and successful future. Under the supervision of the Executive Director, the Advocate Coordinator assumes responsibility for the supervision, case management, training and coordination of assigned volunteers.

Duties and Responsibilities:

The Advocate Coordinator is responsible for training volunteers, direct supervision, and case management of CASA volunteers.

Responsibilities include:

- Have a solid working knowledge of all the rules, regulations, and laws that apply to the CASA program
- Coordinate and facilitate volunteer training program including 35-hour initial volunteer training and monthly continuing education trainings
- Ensure initial training meets national and state standards
- Maintain/update training materials; prepare training materials
- Train volunteers using CASA core curriculum
- Conduct/facilitate continuing education
- Schedule and coordinate guest speakers for training
- Follow up new advocate reference checks
- Assist with the training of Peer Coordinators, as needed
- Maintain data tracking system for trainees and continuing education of volunteers
- Distribute training and other program information to volunteers
- Motivate and lead volunteers to fulfill the requirements of their position
- Prepare Peer Coordinators to succeed by guiding and supporting them as they work with volunteer Advocates

- Provide quality case management and direct guidance and support to Advocates, when necessary
- Assist with the recruitment of volunteers as appropriate
- Assist with information meetings, screening of volunteer applicants, interviews, the swearing-in ceremony, and other activities related to volunteers as appropriate
- Promote and maintain a sense of teamwork between the CASA Program, CASA volunteers, board members and other individuals relevant to the successful operation of the CASA program
- Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission and Values
- Network with other community agencies and participate in community and health fairs and other events designed to promote CASA when requested
- Provide quality case management and supervision of Peer Coordinators as required by state and national standards
- Regular contact with each Peer Coordinator and get an update of their Advocates' cases
- Assist with the organization and maintenance of case files and volunteer files, including the input of data in the data management system
- Guide/assist Peer Coordinators and Advocates with debriefing, End of Case Reviews, Annual Support Reviews and Exit Interviews
- Notify Peer Coordinators/Advocates of hearing dates and attend hearings, as needed
- Attend court hearings, as needed
- Provide a high-level of supervision and training to Peer Coordinators, as needed
- Monitor the activities of Peer Coordinators and Advocates, redirecting them when necessary
- Provide Peer Coordinators with report forms and resource information to distribute to Advocates as needed
- Prepare court reports for filing and distribution, assuring that all reports are submitted on time
- Review and revise court reports, as directed.
- Review cases with the Associate Director and notify him/her of critical events in any case
- Provide adequate notice to the Associate Director for planned absences and notify Executive Director or Associate Director of unexpected absences
- Provide coverage for Peer Coordinators and Advocates as needed
- Assist with special events and grant writing, as needed
- Assist with fundraising
- Attend conferences and seminars, as appropriate
- Serve as a liaison between CASA and partners
- Perform all data entry as required by all funding sources
- Provide office coverage and assist CASA staff as requested
- Act in good faith to further the objective of CASA, using the CASA Mission and Goals as guide
- All other duties as assigned

Minimum Qualifications

- Training as a Court Appointed Special Advocate, preferred
- Be at least 21 years of age
- Bachelor's degree in Education, Social Work, Marketing, Communications, or a related field
- Two years of relevant experience training and public speaking preferred
- Knowledge of CASA program, child welfare system, childhood development, and child abuse issues
- This job requires evening and weekend work on a regular basis
- Ability to gather and analyze data; organize and write reports, read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain working relationships with others; present oneself professionally
- Excellent interpersonal skills –ability to relate in a professional and personable manner to all volunteers, staff, board members and community partners
- Intermediate knowledge of Microsoft Office (Word, Excel, Access, Power Point, Publisher, Outlook) and MS Windows basic functions. Other software as required
- Excellent time management skill
- Ability to maintain confidentiality

Condition of Employment: Employee shall be required to submit fingerprints for Department of Justice, FBI and CACI clearances, and provide annually, a DMV record report compliant with the Agency's liability insurance requirements. Employee must have a car, a valid driver's license, and proof of automobile insurance. Employee must demonstrate strong interpersonal skills and the ability to communicate with volunteers, co-workers and board members in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Available to work on evenings and weekends as required by supervisor.

Physical Demands: In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, walk, and hear well is necessary. The employee may also be required to climb stairs, reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. On occasion, the employee may be required to lift and/or move 25 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary.

Physical demands described here are representative of those that must be met by every CASA employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EQUAL OPPORTUNITY EMPLOYER