

## JOB DESCRIPTION

### CANADIAN COUNTY CASA, INC.

**Title:** Advocate Supervisor (Volunteer Coordinator) and Volunteer Recruiter

**Supervisor:** Executive Director of Canadian County CASA, Inc.

#### **Major Responsibility:**

Coordinate activities related to the volunteers associated with Canadian County CASA, Inc. and with the Court Appointed Special Advocates program. Recruits and provide training to volunteers. Assist with community awareness activities/events. Assist with grants. Assist with financial management.

#### **Qualifications/Requirements:**

- ❖ Bachelor's degree in social services-related field or business-related field preferred and will be given preference; however, 3 years experience in social services work, or equivalent, will be considered.
- ❖ Knowledge and understanding of issues and dynamics with families in crisis relating to child abuse and neglect. Training and experience working with families given preference.
- ❖ Knowledge and understanding of Quick Books
- ❖ Knowledge of community resources.
- ❖ Knowledge of the child welfare and legal systems.
- ❖ Good computer skills (Microsoft Office).
- ❖ Understanding of professional ethics, confidentiality, and legal responsibilities of volunteers.
- ❖ Ability to organize volunteer training, adapting approved curriculum to meet local needs.
- ❖ Ability to communicate effectively in writing.
- ❖ Ability to develop and present information to community groups in person or through other media.
- ❖ Ability to host, coordinate and organize volunteer recruitment events and speaking opportunities

#### **Duties:**

##### **A. Volunteer Training**

1. Coordinate and assist with volunteer recruitment.
2. Screen and interview prospective volunteers.
3. Schedule, coordinate and attend all training classes, assisting as moderator and/or presenter. Ensure all volunteers receive the required pre-service and continuing ed training.
4. Prepare training materials and annually review and revise the training program based upon CCC's assessment of its training needs.

##### **B. Case management**

1. Coordinate and document all requests for volunteers from the court.
2. Match CASA case with appropriate volunteer in consultation with the Executive Director.
3. Direct information to the court for the preparation of orders for assignment of volunteer to case.
4. Consult with volunteers about problems or concerns.
5. Attend court when needed.
6. Initiate orders to rescind when volunteer must leave a case.
7. Coordinate smooth transition from one CASA to another when needed.
8. Assist with informing the court of any changes in volunteer status.

- C. Volunteer Supervision
  1. Maintain minimum monthly contact with volunteer and receive a written monthly report.
  2. Provide assistance and consultation as needed when requested by the volunteer.
  3. Schedule, coordinate, and attend ongoing in-service programs.
  4. Keep necessary and appropriate volunteer records including personnel files, CASA Manager files and documentation required for specific grants, i.e. VOCA.
  5. Consult with appropriate DHS staff regarding client needs and volunteer assignments.
- D. Program Activities
  1. Attend all available conferences and workshops for the development of programs for volunteers.
  2. Schedule, coordinate and attend monthly staffings.
  3. Assist with public education about volunteer programs.
  4. Plan, schedule, and coordinate volunteer appreciation events.
  5. Assist with the development of teams and programs.
  6. Assist with developing a comprehensive volunteer program.
  7. Pursue possibilities of volunteer management certification for staff.
  8. Monitor program progress and develop outcomes.
  9. Monitor (as Administrator) all activities of CASA Manager.
  10. Maintain OCASAA and national program certification at 100%.
  11. Assist with the development/management/use of any technology used to track, report, and monitor any program activities/services and related forms.
- F. Any other duties as requested by the Board of Directors or the Executive Director.