



## CASA-Voices for Children Advocacy & Program Coordinator

*Please consider applying even if you do not meet identified preferred candidate items. Our focus is on adding a team member that is committed to our mission, ability to learn, sound reasoning and open-minded. Because the focus of our work is difficult, we strive to keep the office a fun and enjoyable working environment-so sense of humor and positive attitude are critical to our team.*

**JOB TITLE:** Advocacy & Program Coordinator

**LOCATION:** Corvallis, OR or Newport, OR  
(please specify your preferred location in your letter of interest)

**STATUS:** Full Time- 40 Hours per week

### **CASA-VOICES FOR CHILDREN'S MISSION:**

*"To ensure the best outcome and future for each abused and neglected child in Benton County, Lincoln County and beyond by training volunteers to provide advocacy, life skills, and expanding services to help kids thrive."*

**POSITION SUMMARY:** CASA-Voices for Children serving Benton & Lincoln Counties has an opening for a full-time Advocacy and Program Coordinator to join our team. The Advocacy and Program Coordinator will be responsible for supervising and supporting up to 30 advocates. Advocates are specially trained community volunteers. Advocates are the voice for the best interests of a child within the Child Welfare system, with the goal of ensuring the child has a home that is safe from abuse and neglect.

CASA-Voices for Children is committed to expanding our diversity in our staff, board members and volunteers. We encourage applications from those that are committed to our mission to advocate for abused and neglected children.

### **SPECIFIC DUTIES OF POSITION:**

#### **Program Coordination:**

- Provide oversight, mentoring, support, and guidance to advocates regarding assigned cases.
- Maintain frequent and consistent contact with advocates.
- Proactively monitor activities of advocates to ensure compliance with all the policies and procedures.
- Assist advocates with written and oral court reports.
- Review and submit written reports and documentation relating to assigned cases.
- Attend court hearings, Citizen Review Board hearings, and other meetings as needed.

- Complete annual reviews for each advocate

#### **Case and Data Management:**

- Research, evaluate, and assign cases to appropriate advocates in consultation with the Program Director and other Program Coordinators.
- Enter all case related information into database.
- Coordinate, document, and appropriately distribute all legal discovery and substantive information related to cases.
- Interact professionally with all parties to the case, other case participants, and community partners in both an advocacy and problem-solving role.

#### **Additional Duties:**

- Assist with volunteer recruitment, training, and retention.
- Assist with fundraising events as needed.
- Assist the team in whatever capacity necessary to maintain the integrity of the organization.
- Other duties as assigned.

#### **PROFESSIONAL/PERSONAL SKILLS REQUIRED:**

- Compassionate and patient verbal communication and active listening.
- Team-oriented mentality and work habits.
- Professional demeanor and thoughtful reaction to feedback.
- Ability to work cooperatively and effectively with people from diverse backgrounds and experiences.
- Ability to work independently.
- Ability to complete work in a thorough, timely and accurate manner.
- Strong proficiency with computers and technology, including Microsoft Office.
- Ability to effectively multi-task during stressful situations.
- Ability to strictly maintain confidentiality.
- Knowledgeable and passionate about the issues facing victims of child abuse and neglect and the foster care system.
- Preferred candidate:
  - Minimum two-year degree or equivalent work experience in related field.
  - Knowledge of trauma, abuse and neglect, and Child Welfare
  - Experience in a collaborative team environment.
  - Experience supporting and managing several employees or volunteers, a plus
  - Experience working with children and/or children's issues within the foster care system, a plus
  - ***Bi-lingual, a plus***

#### **MISCELLANEOUS INFORMATION/REQUIREMENTS:**

- Flexibility in weekly/monthly schedule will be required and will include occasional evening and weekend hours.
- Successful pass employment, Child Abuse History and criminal history background checks.

- Applicant must be age 21 or over.
- Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility of employment.
- A valid driver's license and reliable vehicle.

#### **PAY AND BENEFITS:**

- Pay: \$16-\$18/hour depending on experience.
- Benefits offered: Medical, Dental, Vision, PTO, Holidays

#### **HOW TO APPLY:**

- *Required Material:*
  - Resume
  - Letter of interest outlining your interest in working in our organization, preferred work location (Corvallis or Newport) and your qualifications for the position.
- Email in PDF format to: [executive.director@casa-vfc.org](mailto:executive.director@casa-vfc.org)
- Position will be open until right team member is hired

*CASA-Voices for Children is an equal opportunity employer and operates its program, services and activities in compliance with federal and state nondiscrimination laws. No person shall, on the basis of age, race, ethnicity, national origin (ancestry), color, religion (creed), gender, gender identity or expression, sexual orientation, marital status, disability or physical challenge, or any other class protected by law, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any of our programs.*