



CASA of Lincoln & Tillamook Counties: Advocacy & Program Coordinator

Job Title: Advocacy & Program Coordinator

Exempt: No

Status: Full Time- 40 Hours per week

Reports to: Executive Director

Position Summary: The Advocacy & Program Coordinator is responsible for assisting in fulfilling CASA of Lincoln & Tillamook Counties' mission to ensure a safe and permanent home for every child removed from their homes for abuse or neglect.

Essential Duties and Responsibilities:

A. Fulfills the Mission of the Organization in Fulfillment of the Agency's Core Program.

- Maintain frequent, consistent contact with and provide timely and thorough guidance to assigned advocates; including facilitating regular Advocate meetings
- Provide support and consultation to Advocates related to case assignments; monitor case-related activities of Advocates to ensure compliance with policies, procedures, and standards of the organization, including confidentiality, cultural competency, and self-management
- Maintain effective coordination with the court on case assignment; notify Advocates of hearing dates and track court dates
- Monitor unassigned cases and collaborate with the Executive Director to identify appropriate Advocate assignment when available
- Review and ensure Advocates receive all case-related communication and documents
- Review, edit and submit Advocate Court Reports to Executive Director
- With Executive Director conduct annual review for each Advocate and other required program reporting
- Document case activity, and collect required program data; consistently maintained case files in compliance with program standards and state and National CASA standards, including ensuring timely data entry

B. Program Participation

- May require periodic weekend and evening work
- A confident proficiency with computers and technology including Microsoft Office
- The ability to supervise and support volunteers
- The ability to work cooperatively with people from diverse backgrounds is essential
- The ability to work a flexible schedule in multiple locations is necessary
- The ability to maintain confidential information
- The ability to multi-task
- The ability to produce quality work in an effective and efficient manner
- The ability to work in an environment with constant interruptions
- A confident proficiency in written reports and documentation
- A valid Driver's license, insurance and reliable transportation

Education: Preference of two-year degree or equivalent work experience in related field

Experience:

- Preference experience as a CASA Advocate or working with a CASA organization
- Worked in a team environment
- Knowledgeable and passionate about the issues of child abuse and neglect
- Preference given to those with supervision of volunteers, child abuse and dependency work experience

Duties and Responsibilities:

- May fulfill the responsibilities of an advocate for children not yet assigned to an advocate
- Document program team meetings that will include discussions of children, caseloads and volunteer performance
- Support and assist advocates to improve skills and knowledge as needed and ensure advocates are appropriately advocating for the children in their case and the documentation of areas of success and concern for the case and advocate file
- Ensure that volunteers provide advocacy that is sensitive to the cultural, ethnic, socioeconomic and religious background of each child and that the special needs of each child are addressed
- Ensure all case and volunteer files are accurate and current
- Maintain strict confidentiality of case and volunteer records
- Ensure court hearings and meetings are attended and notes are provided for all assigned and monitored cases

Qualifications and Requirements:

Preferred Qualifications:

1. Experience working in a team environment
2. Experience in volunteer management

3. Knowledgeable and passionate about the issues of child welfare.
4. Child abuse/neglect or dependency work experience.
5. Confident proficiency with computer software including Microsoft Office
6. Ability to supervise and support volunteers
7. Ability to work cooperatively with people from diverse backgrounds
8. Ability to maintain confidential information
9. Strong written and verbal communication

Requirements:

1. Education: Preference minimum two-year degree or equivalent work experience in related field
2. Must be 21 years or older
3. Must be able to pass a criminal background check and DHS Abuse History
4. Valid Driver's License, insurance and reliable transportation

Pay and Benefits:

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

HOW TO APPLY:

Required Material – Resume and letter of interest outlining your interest in working in our organization and qualifications for the position.

Email in PDF format to: director@casa-lctc.org

CASA of Lincoln & Tillamook Counties operates its program, services and activities in compliance with federal nondiscrimination laws. No person shall, on the basis of race, color, national origin (including limited English proficiency), disability, religion, sex, gender identity, sexual orientation, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs.