



## **Youth Advocate Case Coordinator Full Time Job Description**

Advocates for Children CASA is a 501 (c)(3) non-profit organization that works to ensure that all children dream, thrive, and grow with a sense of belonging and empowerment to build a successful future. Our organization recruits, trains, and supports community volunteers who advocate for children who have open dependency & neglect cases, truancy cases, juvenile delinquency cases, need additional educational advocacy, or are an adolescent or young adult that may need some additional support. Our compassionate Court Appointed Special Advocates, volunteers, mentors, and tutors speak up for these children's best interests.

In working towards helping CASA meet its mission of improving the lives of children and youth who have experienced abuse, neglect, or other life challenges, by connecting them with volunteer advocates and activating community partnerships, the Youth Advocate Case Coordinator performs a range of duties that includes direct supervision of a caseload of Truancy and Juvenile Delinquency CASAs, Legacy Project, Foundations Mentors, and Tutors. They will also be responsible for spearheading teen-focused events throughout the year for teens and their volunteers from all Advocates for Children CASA programs, as well as other teens from the community that inspire confidence, motivation, and self-reliance. The Youth Advocate Case Coordinator will support the CASAs, Tutors, and Mentors in their training and advocacy for youth and young adults. Under the supervision of the Program Director, the Youth Advocate Case Coordinator professionally interacts with community partners, placement providers, and other related professionals to promote Advocates for Children CASA and to strengthen collaboration.

**Reports to:** Program Director

**Salary (Non-exempt):** \$21.64-\$24.76/hr (depending on experience), which is equivalent to \$45,000-\$51,500 annually

**Benefits:** Vacation, Holiday Pay, Paid Time Off, 401(k), Medical Insurance and Dental Plan

**Hours:** Full-time, Monday-Friday 8am-5pm, night and weekend hours periodically during volunteer trainings and agency events. Position will be based out of our office located at 16965 Pine Lane, Suite #120, Parker, Colorado 80134. However, we are currently offering hybrid work-from-home and in-office options.

**Transportation:** A valid driver's license and personal transportation is required for this position.

### **Description of Duties:**

- Coordinates and conducts intakes for each Legacy, Foundations, and Tutor youth or young adult referred. In addition, will review referrals for Truancy and Juvenile Delinquency court cases to determine how to prioritize the referrals

**Young Adult Programs Coordinator**

- Provides program orientation, paperwork, administers initial assessment and initiates the process of creating an Individual Learning Plan (ILP), if applicable to the program
- In collaboration with South Metro Housing Options, monitors youth who have been referred for Foster Youth to Independence (FYI) housing vouchers and tracks their progress in acquiring housing
- Supports youth in various stages of housing navigation including, but not limited to, gathering required documents for voucher applications, attending housing authority briefings, conducting apartment searches, assisting in completing and returning voucher paperwork, and navigating community resources
- Presents cases to the prospective volunteer and facilitates a case planning meeting to introduce the CASA volunteer to other professionals and/or to the family and youth involved in the case
- Continual search for valuable and applicable activities and resources according to the Legacy Program outcomes
- Provides life skills learning, resources, support and coaching to youth or young adult and/or their families once a month (applicable for youth who do not have a volunteer assigned)
- Supports Truancy and Juvenile Delinquency CASA Volunteers and Legacy Mentor volunteers in facilitating assessments throughout the life of a case.
- Generates and utilizes documents, trainings, and other means of communication to instruct youth and their support systems on how to best navigate the housing voucher process
- Ensures all volunteers enter monthly statistics and contact logs into online database
- Maintains contact with professionals and placement providers regularly. Attends collaborative meetings with various community stakeholders
- Ensures all case records are up to date and all program partners are notified of specific case information as needed
- Organizes logistics of peer-to-peer learning sessions, field trips, community partner presentations, community service, and Legacy events
- Collaborate with team members to facilitate agency-wide continuing education and volunteer recognition events
- Ensures all policies and procedures are being followed by youth, young adults, and placement providers
- Ensures court coverage for all hearings pertaining to assigned cases which may include attending court in person (i.e. truancy and juvenile delinquency court)
- Updates Outlook calendars and Optima (internal database) in a timely manner
- Assists in screening, interviewing, training, and engaging prospective Volunteers as needed
- Manages a caseload of, on average, 35 youth or young adults, which is a combination of youth or young adults waiting for a mentor, youth or young adults assigned a mentor or CASA volunteer and youth or young adults who receive direct support from Coordinator
- Supports Legacy mentors and CASA volunteers with providing life skills learning, activities, and resources
- Maintains contact with Legacy mentors, tutors and CASA volunteers at least monthly
- Coaches and empowers Legacy mentors, tutors and CASA volunteers to advocate to their best ability

**Young Adult Programs Coordinator**

- Supports mentors, tutors volunteers with entering assessments, reviewing results of assessments, entering contact logs in Optima, monitoring progress of youth's ILP
- Support and coach CASA volunteers through writing and editing court reports and verbal updates
- Distributes court reports to case professionals and judicial officer in a timely manner on Juvenile Delinquency and Truancy cases
- Processes case closing paperwork and follows established case closing procedures with Legacy mentors, tutors, and CASA volunteers
- Attends case-related meetings in lieu of CASA and Legacy volunteers if they are unable to attend, as needed
- Ensures Legacy mentors and CASA volunteers thoroughly gather information on their cases to advocate from an informed and objective perspective
- Actively engage in positive and collaborative relationships with the community, volunteers, program partners, co-workers, and professionals
- Appropriately addresses any concerns related to Legacy mentor's or CASA volunteer's performance during the case (this may include handling conflict with professionals at higher levels)
- Interprets the needs of the volunteers and program, and presents professional recommendations to the Program Director and Lead Case Coordinator
- Devotes time to professional development

**Skills and Experience:**

- Preference will be given to those with experience supervising volunteers/staff, working with non-profit organizations, or working with human services or the juvenile justice system
- Bachelor's degree and minimum one year educational experience preferred. Qualifying equivalent experience may be considered in lieu of degree.
- Minimum of 21 years old
- Ability to take initiative in completing assigned projects with minimal supervision
- Capacity to work with people of diverse educational, professional, socioeconomic, and ethnic backgrounds
- Skills in collecting and interpreting data
- Experience in creating and conducting presentations for large groups of professionals
- Excellent organizational skills
- Proficient in all Microsoft Office applications
- Ability to communicate effectively both verbally and in writing
- Demonstrated ability to project a positive image and attitude

**Essential Qualities:**

- Encourages and practices critical thinking
- Is self-reflective and empathic
- Is committed to remaining current on research and best practice standards
- Recognizes the influence of workplace relationships on outcomes and results
- Maintains a respectful and accepting approach to others
- Awareness of the influence of the larger context on individual behavior



**Young Adult Programs Coordinator**

- Collaboratively and creatively supports the work efforts of families and colleagues at all levels
- Encourages and practices self-care
- Encourages and practices healthy professional boundaries
- Values ethical practices
- Honors commitments
- Practices blameless problem-solving

Advocates for Children reserves the right to reject any applicant who has a criminal history, is on the National Sex Offender Registry, has ever been on the central registry, or has been convicted of a DUI or DWAI within the past ten years. Background checks will be ran on all new hires and every four years thereafter. Hiring will be contingent upon receipt of said background checks.

**Applying:**

To apply, please send a cover letter, resume, and references to Victoria Raphael, Executive Assistant, at [one\\_casa@adv4children.org](mailto:one_casa@adv4children.org). No phone calls please.

**For more information about Advocates for Children-CASA, visit [adv4children.org](http://adv4children.org)**