



Case Coordinator FT Job Description

Advocates for Children CASA is a 501 (c)(3) non-profit organization that works to make sure 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, need additional education advocacy, or are an adolescent that may need some additional support. Our compassionate Court Appointed Special Advocates, volunteers, and mentors speak up for these children's best interests.

In working towards helping CASA meet its overall objective of providing a caring CASA Volunteer for children with open abuse and neglect cases, the Case Coordinator performs a range of duties that includes supervision and support of CASA Volunteers in their screening, selection and training. Under the supervision of the Lead Coordinators, the Case Coordinator professionally interacts with judges, lawyers, case workers, and other case-related professionals. The Case Coordinator also works in the community to promote CASA and to recruit volunteers, supporters, and community partners.

Reports to: Lead Coordinator

Salary (Non-exempt): \$18.27-\$20.19 (depending on experience)

Hours: Full-time, Monday-Friday 8am-5pm, night and weekend hours periodically during volunteer trainings and agency events. Position will initially be based out of our office located at 10855 East Bethany Dr. #200 Aurora, CO. 80014. However, we will be moving offices in March 2020 to 16965 Pine Lane, Parker, Colorado 80134.

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

Description of Duties:

Monitors, supports, and supervises CASA volunteers on assigned child abuse/neglect cases (coordinating up to 32 cases at a time).

- Receives new cases from court
- Presents the case to the prospective volunteer
- Facilitates a case planning meeting to introduce the volunteer to the other professionals involved in the case
- Ensures court coverage for all hearings pertaining to assigned cases
- Reminds and assists volunteers with preparation and editing of court reports for all hearings

- Holds volunteers accountable to thoroughly investigate their cases to advocate from an informed and objective perspective
- Ensures all volunteers enter monthly statistics into online database
- Attends case-related meetings in lieu of CASA volunteers if they are unable to attend, as needed
- Processes case closing paperwork and conduct a case closing evaluation with each volunteer
- Appropriately addresses any concerns related to CASA's performance during the case (this may include handling conflict with professionals at higher levels)
- Coaches and empowers Volunteers to advocate at his/her best ability
- Ensures all case records are up to date and all program partners are notified of specific case information as needed
- Attends regularly scheduled program meetings with other program staff to discuss cases and address other issues as needed
- Participates and attends CASA Volunteer training and other programmatic events, including some night and weekend hours
- Assists with the planning and execution of additional program activities (i.e. holiday project, volunteer recognition, continuing education)
- Covers 2-3 days of court each week
- Maintains positive interpersonal relationships with the community, volunteers, program partners, co-workers, and professionals
- Adheres to office procedures, practices, expectations and policies of the organization
- Performs related job duties as required
- Coaches, edits and distributes court reports to case professionals and Judge in a timely manner
- Attends court hearings with CASA Volunteers and professional staffings, as needed
- Assists in screening, interviewing, and engaging prospective Volunteers, as needed
- Participates and assists in the facilitation of Volunteer Training
- Interprets the needs of the program and presents professional recommendations to the Lead Coordinator and Director of Programs
- Effectively implements all policies adopted by the Board
- Communicates effectively and accurately to the Lead Coordinator personal progress and needs on a regular basis
- Devotes time to professional development

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to maintain positive interpersonal relationships, communicate effectively, and have a high-level of organizational and time management skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

- Minimum of one year of qualifying experience with a bachelor's degree
- Ability to maintain positive interpersonal relationships with volunteers and program partners
- Ability to communicate effectively both verbally and in writing
- Demonstrated ability to project a positive image and attitude
- Experience working in or with diverse communities
- Ability to take initiative in completing assigned projects with minimal supervision

- Skill in the use of email, Microsoft Office specifically Outlook, Excel, Word, and database entry and tracking
- Must have the ability and willingness to perform local job-related travel
- Must be available for flexible day, evening and week-end work hours
- Preference will be given to those with experience supervising volunteers/staff, working with non-profit organizations, or working with human services or the juvenile court system

Applying:

To apply, please send a cover letter, resume, and references to Victoria Raphael, Program Assistant, at Victoria_Raphael@adv4children.org by close of business on Friday, December 13, 2019. No phone calls please.

For more information about Advocates for Children-CASA, visit adv4children.org