



## **CASA OF THE SOUTH PLAINS, INC. OPEN CONTINUOUS JOB POSTING**

**TITLE:** Advocacy Coordinator (Bilingual in English/Spanish preferred)

**DATE:** May 2023

**CLASSIFICATION & STATUS:** Non-Exempt – Full Time

**REPORTS TO:** Senior Director of Advocacy, Director of Advocacy, or Advocacy Program Manager (to be assigned by Chief Program Officer)

**APPLICANT REVIEW DATES & EXPECTED START DATES:** Applicant materials will be reviewed for eligibility and qualifications as follows:

- In May with expected start date of May 16, 2023
- In June with expected start date of July 11, 2023
- In August with expected start date of September 5, 2023
- In September with expected start date of October 5, 2023
- In November with expected start date of February 1, 2024

**PRIMARY RESPONSIBILITY:** The Advocacy Coordinator coordinates high quality best interest advocacy for assigned children in foster care through the supervision of 25 Volunteer Advocates. The Advocacy Coordinator will coach each assigned Volunteer Advocate in the provision of their duties ensuring adherence to the Volunteer Advocate Job Description & Statement Commitment, Policies Governing Expectations & Prohibitions of Volunteer Advocates, and core duties.

### **ESSENTIAL RESPONSIBILITIES & DUTIES:**

1. Volunteer Advocate Supervision and Coaching
  - a. Coach, guide, and support assigned Volunteer Advocates in carrying out the Guardian ad Litem (GAL) role as mandated in the Texas Family Code
  - b. Temporarily fill in and carry out the GAL role as mandated in the Texas Family Code if any Volunteer Advocates are unable to fulfill the GAL role on any assigned case
  - c. Provide on-going training, coaching, supervision, support, resources and help in carrying out the Volunteer Advocate role
  - d. Coordinate and oversee casework and advocacy responsibilities, including
    - i. Family and child contacts
    - ii. Professional contacts
    - iii. Support services
    - iv. Linkage to community resources
    - v. Assistance with court report preparation and timely submission
    - vi. Appearance at court hearings
    - vii. Appearance at other case related meetings

- viii. Maintenance of case records
  - e. Attend and assist in Volunteer Advocate training as requested
  - f. Ensure the timely submission of Volunteer Advocates' documentation in Optima and review each entry to ensure necessary detail and information is documented
  - g. Provide timely, honest, and productive feedback in evaluating the Volunteer Advocate's work
- 2. Best Interest Advocacy
  - a. Provide the professional consultation and necessary support to Volunteer Advocates in order to promote appropriate intervention into the child/children's situation and to facilitate appropriate recommendations about best interest and the child/children's placement.
  - b. Maintain knowledge of child placement options, and Department of Family & Protective Services (DFPS) and Saint Francis Ministries (SFM) policies and procedures
  - c. Accompany Volunteer Advocates to all case related meetings and court hearings to provide support to the Volunteer Advocate as they advocate for the children.
  - d. In the event the Volunteer Advocate is unable to attend, attend all meetings and court hearings in their place and provide representation of the GAL role
  - e. Accompany new Volunteer Advocates on initial visits and accompany all Volunteer Advocates to visits upon request by the Volunteer Advocate.
  - f. Make available any correspondence, pleadings, or reports received in the case to the Volunteer Advocate
  - g. Provide timely, accurate reports for submission to the court and to other parties on the case
  - h. Provide notifications of meetings and court hearings to the Volunteer Advocate
  - i. Maintain up-to-date case files, including contact logs, and relevant documents and records including placement records, medical records, psychological records, school records, and legal documents
  - j. Maintain and ensure all case and Volunteer Advocate data in Optima is current and correct to ensure accurate funding and statistical reporting
  - k. Follow procedures and adhere to timelines as outlined in the CASA Advocacy Coordinator Handbook
  - l. Promote and maintain collaborative relationships with other professionals

**OTHER RESPONSIBILITIES**

- 1. Attend and support special events
- 2. Additional duties as required

**KNOWLEDGE, SKILLS, & EXPERIENCE**

- 1. Education
  - a. A minimum of a Bachelor's degree required. CASA of the South Plains welcomes employees from diverse educational backgrounds and degree programs.
- 2. Minimum experience
  - a. Prior experience with the supervision or coordination of volunteers preferred

- b. Prior experience in the provision of case management or advocacy services with children required
  - c. Prior volunteer experience required
  - d. Demonstrated commitment to the values of diversity, equity, and inclusion
  - e. Demonstrated integrity, honesty and ethical conduct
  - f. Demonstrated passion for CASA's mission
  - g. Approved criminal and DFPS background is required
3. Critical areas of qualifications include the following
- a. Proven leadership ability
  - b. Excellent attention to detail
  - c. Excellent oral and written communication skills
    - i. Bilingual in English/Spanish preferred
  - d. Persistent and diplomatic in encouraging volunteer motivation and case advocacy
  - e. Self-starter with minimal guidance required
  - f. Highly organized
  - g. Ability to coach and empower a diversity of individuals
  - h. Able to work collaboratively in a team environment

**SALARY & BENEFITS:**

CASA of the South Plains offers paid vacation, paid sick leave, paid holidays including extended Christmas break, flexible work schedule, and health insurance coverage at no cost to the employee (an average of \$6,000 per year). Paid time off increases with years of service. Office hours are Monday through Thursday 8am to 5pm and Friday 8am to Noon. Remote work may be an option. Annual pay starts at \$40,000.

**APPLICATION PROCEDURE:**

Interested applicants should email a resume, cover letter, and completed Employment Application to [apply@casaoftthesouthplains.org](mailto:apply@casaoftthesouthplains.org). Please include the position title "Advocacy Coordinator" in the subject line. The Employment Application can be downloaded from the "Employment Opportunities" page on our website at [www.casaoftthesouthplains.org](http://www.casaoftthesouthplains.org).

This announcement is serving as an open, continuous announcement. Applications will be accepted on an ongoing basis and qualified candidates will be considered as positions become available.

CASA of the South Plains is an equal opportunity employer. For more information about CASA of the South Plains, please visit [www.casaoftthesouthplains.org](http://www.casaoftthesouthplains.org).