



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

**TITLE:** Advocacy Coordinator  
**DATE:** April 2025  
**CLASSIFICATION & STATUS:** Non-Exempt—Full Time  
**REPORTS TO:** Chief Program Officer, Director of Advocacy, or Advocacy Program Manager (to be assigned by Chief Program Officer)  
**EXPECTED START DATE:** May 2025

**PRIMARY RESPONSIBILITY:** The Advocacy Coordinator coordinates high quality best interest advocacy for assigned children in foster care through the supervision of up to 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 is required. CASA of the South Plains welcomes employees from diverse educational backgrounds and degree programs.
  - b. Experience may be substituted for education
2. Minimum required experience includes:
  - a. Prior experience in the provision of case management or advocacy services with children required
  - b. Prior volunteer experience required
  - c. Approved criminal and DFPS background is required
3. Preferred qualifications include:
  - a. Prior experience with the supervision or coordination of volunteers preferred
  - b. Proven leadership ability
  - c. Excellent attention to detail
  - d. Excellent oral and written communication skills
    - i. Bilingual in English/Spanish preferred
  - e. Persistent and diplomatic in encouraging volunteer motivation and case advocacy
  - f. Ability to coach and empower a diversity of individuals
4. Qualities we look for:
  - a. Demonstrated commitment to the values of diversity, equity, and inclusion
  - b. Demonstrated integrity, honesty, and ethical conduct
  - c. Demonstrated passion for CASA's mission
  - d. Self-starter with minimal guidance required
  - e. Highly organized
  - f. Able to work collaboratively in a team environment

## **SALARY & BENEFITS:**

CASA of the South Plains offers paid vacation, paid sick leave, personal day, paid holidays including extended Christmas break, flexible work schedule, cell phone stipend, life insurance, 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. Hybrid work model may be an option. Starting salary will be based on experience and range from \$42,000 to \$44,000 per year.

## **APPLICATION PROCEDURE:**

Interested applicants should email a resume, cover letter, and a 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 "Careers" page on our website at [casaoftthesouthplains.org/career-opportunities](https://casaoftthesouthplains.org/career-opportunities).

Review of applications will begin April 9, 2025, and position will remain open until filled.

All applicants for paid employment are required to authorize CASA of the South Plains and provide the necessary information to secure the following record checks upon acceptance of job offer or as required by law:

- a. Social security number verification;
- b. Texas criminal record check obtained from the Texas Crime Information Center maintained by the Texas Department of Public Safety;
- c. National criminal record check obtained from the National Crime Information Center (NCIC) maintained by the Federal Bureau of Investigations;
- d. Texas Public Sex Offender Registry check maintained by the Texas Department of Public Safety;
- e. National Sex Offender Registry check maintained by the United States Department of Justice;
- f. The Child Abuse and Neglect Central Registry check maintained by the Texas Department of Family & Protective Services
- g. Texas Motor Vehicle check maintained by the Texas Department of Public Safety

#### **ZERO TOLERANCE OF ABUSE POLICY**

CASA of the South Plains does not tolerate any form of child abuse or exploitation, nor do we tolerate possession or access to any material that is abusive, or could be perceived as abusive, towards children. We take an active approach to eliminating potential risks and creating a culture of safety. We will not knowingly engage with anyone who poses a risk to children. Any conduct that potentially places children at risk or violates CASA's Zero Tolerance of Abuse Policy will be promptly evaluated, resulting in dismissal from the program and notification of appropriate authorities.

#### **VALUE STATEMENT**

CASA of the South Plains exemplifies a volunteer-centered culture that promotes positive change in the lives of children in foster care and their families. We commit to honor all those we serve with passion for our mission, overcome barriers through professionalism and integrity, practice gratitude and respect, and encourage honesty and humility.

#### **EQUAL OPPORTUNITY EMPLOYMENT**

CASA of the South Plains, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, military or veteran status or any other characteristic protected by federal, state, or local law. In addition to federal law requirements, CASA of the South Plains, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

For more information about CASA of the South Plains, please visit [www.casaofthesouthplains.org](http://www.casaofthesouthplains.org).