

CASA of McLennan County

Job Description

Job Title: Director of Advocacy

Reports To: Executive Director

FLSA Status: Exempt

General Summary:

This position is responsible for planning and oversight related to: recruitment, screening and training of CASA volunteer advocates, educating our community about CASA's mission, management of volunteer advocacy, including consultation with CASA Supervisors regarding case content and advocate performance matters.

Essential Responsibilities and Duties

Management of Volunteer Advocacy

1. Oversee advocate applications, screening and training and initial case assignment
 - Plan and implement monthly advocate training sessions with CASA Recruiter/Trainer(s)
 - Monitor advocate progress through self-study portion of training
 - Collaborate with and oversee CASA Recruiter & Trainer in implementation of in-person training sessions
 - Ensure all new advocates complete training, screening and backgrounds in accordance with Texas CASA Standards
 - Coordinate swearing in ceremony with local court for advocates who have completed training and screening
 - Address any applicant or trainee concerns with Executive Director
 - Coordinate timely new case assignments per internal procedure document
2. Monitor volunteer quality, retention, recognition and support of volunteer advocates
 - Address any advocate performance concerns with Executive Director
 - Address any advocate retention concerns with Executive Director
 - Utilize MailChimp platform for regular agency communication to advocates (i.e. Volunteer Spotlight, CASA College, reminders, events, etc.), collaborate with/delegate this task to CASA Recruiter & Trainer as needed
 - Periodically work with Exec. Director to survey advocates regarding unidentified needs, ways to promote retention, satisfaction with supervision relationship
 - Assist with planning and implementation of advocate appreciation/retention efforts, with help from CASA Recruiter & Trainer
 - Assist with implementation of agency fiscal year Operational Plan, approved by the Board of Directors, in areas related to advocacy
3. Support CASA Supervisors in casework/advocate related matters
 - Consult regularly (scheduled) & as needed with CASA Supervisors to advise on matters of technical casework, advocate performance, caseload, informational or professional resources, etc.
 - Involve Executive Director as needed for input on these matters

- Does not include oversight of CASA Supervisor job performance, inform Executive Director of any concerns related to such

Planning and Oversight for Agency Recruitment Efforts

1. Coordinate with the Executive Director and CASA Recruiter & Trainer as needed to implement the annual agency recruitment plan and capitalize on the connections available via Director of Advocacy's community relationships. Oversight of recruitment efforts ultimately falls to Executive Director.

Other Responsibilities

1. Assists with fundraising events
2. Participates in regular and periodic supervision with the Executive Director
3. Maintains professional, organized environment
4. Attends and participates in continuing education opportunities, at least 12 hours per fiscal year
5. Assists with program development and evaluation as needed by Executive Director
6. Other duties as assigned

Knowledge, Skills and Experience

1. Education
 - A minimum of a Bachelor's of Social Work or related field required
 - Or, at least 5 years of experience with a CASA program or in a similar position with Child Protective Services or child/family welfare agency (If a college degree has not been completed, a writing sample may be requested)
 - Master's Degree in Social Work or related field is preferred
2. Critical areas of qualifications include the following:
 - Experience in providing staff or volunteer supervision and ability to manage people
 - Understanding of child and family advocacy issues that include child placement options, therapeutic intervention/ assessment/ needs for children and families, legal intervention and rights regarding children and families, permanency planning, adoption issues and systems, advocacy in child protection cases and in social, medical and mental health fields
 - The ability to concisely and clearly identify permanency planning issues for children and provide effective advocacy to move a case through the system
 - The ability to work under time constraints, be goal-orientated and maintain productive and effective performance and interaction with the Advocates and families
 - Strong interpersonal skills
3. Spanish/English fluency is considered an advantage
4. Applicant must pass program required background checks

Physical Requirements and Work Environment

The Director of Advocacy will be expected to have daily transportation to attend court hearings, staffings, visitations, fundraising events, etc. The position requires a flexible schedule as visits with Advocates may occur in the evenings or on weekends. He/she will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally it is anticipated that the person may spend several hours of each day seated. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.