



Full time Volunteer Coordinator (VC)

CASA of Linn County

Reports to: CASA Program Manager

Job Description

POSITION SUMMARY: Court Appointed Special Advocates (“CASA”) of Linn County has an immediate opening for a full-time Volunteer Coordinator to join our team. Our Volunteer Coordinators are responsible for supervising and supporting between 30-40 volunteer CASA Advocates. Some directly advocate for children in out-of-county advanced treatment facilities. CASA Advocates are trained, citizen volunteers appointed by the Court to advocate for the best interests of a child during his or her time in the foster care system, with a goal of finding that child a safe and permanent home as expeditiously as possible. The Volunteer Coordinator will ensure that abused and neglected children in foster care in Linn County receive strong and effective advocacy and will strive for early permanency placement.

CASA Volunteer Coordination:

- Assist in recruiting, screening and interviewing potential new CASA advocates. As needed, provide support in new advocate training.
- Provide oversight, support and consultation to advocates as related to case assignments.
- Maintain frequent, consistent contact with assigned advocates.
- Monitor activities of advocates to insure compliance with all the policies, procedures and standards of the organization, Oregon CASA Network, and the National CASA organization, including cultural competency and self-management.
- Assist advocates with the preparation of written and oral court reports and case presentations.
- Review all written reports and documentation relating to cases assigned advocates.
- Attend court hearings, Citizen Review Board hearings and other meetings as needed.

- Complete annual reviews for each advocate.
- Monitor advocates for compliance with monthly reporting requirements.
- Participate in and assist with the planning of CASA advocate monthly in-service trainings.

Case and Data Management:

- Research, evaluate and assign cases to appropriate advocates in consultation with the Program Manager and other Volunteer Coordinators.
- Consistently monitor and maintain case and advocate files to insure up-to-date accuracy as well as compliance with all state and National CASA standards, including CASA Manager data entry.
- Coordinate, document and distribute appropriately, all discovery and substantive information related to CASA cases through resolution of each case.
- Interact professionally with all parties to the case, other case participants and community partners in both an advocacy and problem-solving role.
- Meet regularly with Executive Director and Volunteer Coordinator team to assure best practices.

General duties:

- Attend staff meetings, CASA in-services, conferences, seminars, and other meetings as deemed appropriate.
- Participate annually in a minimum of 12 hours of approved, relevant, substantive continuing education.
- Complete a minimum of 6 hours of professional development continuing education.
- Maintain a strong understanding of foster care issues in Oregon and Linn County; current information and conditions relative to child abuse and neglect; and Linn County DHS and Juvenile Court Procedures.
- Assist with volunteer recruitment and retention, and fundraising events and activities.
- Assist the staff in whatever capacity necessary to maintain the integrity of the organization.

Skills and Requirements:

- Excellent verbal and written communication skills with strong organizational practices.

- Ability to work well within a team environment.
- Strong proficiency with computers and technology, including Microsoft Office and Excel.
- Ability to effectively and compassionately supervise, support and counsel volunteers.
- Ability to effectively multi-task in a sometimes stressful environment.
- Ability to work cooperatively and effectively with people from diverse backgrounds and experiences.
- Ability to work a flexible schedule.
- Ability to strictly maintain confidential information.
- Knowledgeable and passionate about the issues facing victims of child abuse and neglect and the foster care system.
- A valid driver's license and reliable, personal transportation (car or truck): some driving is required.

Education:

Four-year college degree strongly preferred. Minimum two-year college degree in a related field considered.

Experience:

- Minimum two years' experience working collaboratively in a team environment.
- Minimum two years' experience managing several employees or volunteers.
- Experience working with children and/or children's issues, within the foster care system preferred.
- Previous CASA experience a plus.

OTHER INFORMATION:

- Flexibility in weekly/monthly schedule will be required and will include occasional evening and weekend hours to accommodate training and community events.
- Successful completion of an employment and criminal history background check is required.
- Applicant must be age 21 or over.
- Professional attire and demeanor.
- CASA of Linn County is an equal opportunity employer and operates its program, services and activities in compliance with federal and state nondiscrimination laws. No person shall, on the basis of race, color, national origin, disability, religion, sex,

gender identity, sexual orientation, age, or any other protected classes be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any of our programs.

- Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility of employment.
- Applicants are encouraged to learn more about CASA by exploring the National CASA and CASA of Linn County websites (www.linncasa.org).
- Starting Salary: \$19.21 per hour, depending on experience. Benefits include generous PTO, paid holidays and an additional \$300 monthly wage-benefit stipend, useable at the employee's discretion.

To apply, send a cover letter and resume to Josh.Groesz@linncasa.org