

**New Madrid County Human Resources Council Community Partnership
Job Announcement**

JOB TITLE: CASA Coordinator

SALARY RANGE: \$30,000 - \$35,000 annually plus fringe benefits

OFFICE LOCATION: New Madrid

The Court Appointed Special Advocate (CASA) Coordinator recruits, screens, trains, and supervises volunteers to serve as Court Appointed Special Advocate Volunteers in Juvenile Court and ensure that children assigned to the CASA program receive appropriate advocacy services. A CASA Coordinator is responsible for cultivating and maintaining a professional intra and inter agency relationships, while providing community education and awareness of the CASA program.

*** Qualifications and Skills:**

- Bachelor's Degree or 4 years relevant experience in social work, community development, education, business or related field
- Criminal Justice or Social Service background preferred.
- Strong interpersonal skills
- Strong communication skills
- Good background and knowledge in computers
- Must be able to do general office skills, such as typing, filing, copying, e-mail, faxing,
- Good writing skills with the ability to use good grammar/spelling skills.
- Self-directed, self-motivated, and self-disciplined
- Access to reliable transportation. Valid driver's license with liability insurance.

Responsibilities and Duties:

- Provide leadership for all aspects of the program consistent with CASA's Mission, Core Model and Strategic Framework.
- Cultivate and maintain relationships with relevant court(s), legal communities, government agencies, private organizations, and stakeholders.
- Represent CASA on strategic local child welfare committees and coalitions.
- Engage with the CASA network by participating in CASA webinars, attending the National CASA/GAL Association annual conference, and serving on Councils and Committees.
- Orient new Board members and staff to CASA's Mission and Core Model as well as the duties and obligations of each position.
- Oversee staff performance with an emphasis on screening, training and supervision of volunteer advocates.
- Assess quality of service continuously through feedback from the court, program data, outcome measures and adherence to National CASA/GAL local program standards.

- Monitor interactions of staff and volunteers with children served for safety and adherence to the role of a court appointed special advocate.
- Provides holistic and comprehensive volunteer management to an assigned group of CASA volunteers.
- Coaches and supports assigned CASA volunteers through consultation, problem solving, feedback, guidance, evaluations, motivation, training and mentoring.
- Reviews, edits and submits CASA court reports in accordance with program procedures.
- Engages actively in all aspects of volunteer management, including recruitment, training, supervision, assessment, case assignment, retention, and recognition.
- Facilitates case support, volunteer applicant interviews or other program related meetings and completes all required setup and follow through activities.
- Participates in trainings of new volunteers during pre-service training as well as on going education training for current volunteers.
- Facilitates support groups for CASA volunteers to assist in peer-oriented support.
- Provides tracking of metrics/deliverables for maintaining full caseload capacity of CASA and children served.
- Provides tracking of metrics/deliverables toward all program initiatives as required by grants or general program coordination.
- Serve as a liaison to community agencies, juvenile offices, courts and stakeholders involved in CASA.
- Attend trainings and professional development opportunities.
- Other duties as assigned.

HOW TO APPLY

Interested applicants may submit a cover letter and resume to Tonya Vannasdall, Executive Director, 420 Virginia Avenue, New Madrid, MO 63869 or by email to tonya@nmcfamilyresourcecenter.com no later than September 15, 2021 by 5pm.

No phone calls.

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