



CASA of Marion County Job Announcement

JOB TITLE: Bilingual Advocate Coordinator

STATUS: Full Time (40 hours)/Non-Exempt

SALARY: \$25.00 per hour starting wage + Bi-Lingual Differential

REPORTS TO: Program Manager

POSITION SUMMARY: CASA of Marion County seeks a Bilingual Advocate Coordinator (English and Spanish languages) to join its team of nonprofit professionals dedicated to fearlessly advocating for abused and neglected children in foster care. The Advocate Coordinators supervise the CASAs, once the volunteers are sworn in and assigned a case. The CASA Bilingual Advocate Coordinator provides professional staff support to advocate volunteers, ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. The primary responsibility is coordinating advocate cases through the judicial process; this includes, but is not limited to training, mentoring, coaching, and assisting volunteers to bring their cases to completion. Secondly, the position may include participation in a variety of general tasks necessary to the successful operation of the program, including community outreach, data maintenance, office tasks, and support with special events and functions. There is frequent need for exercising a high degree of independence in a highly confidential environment. The management of the volunteers, post enrollment is the responsibility of the Advocate Coordinators. Remote work for up to 16 hours per week subject to supervisor approval and office needs. This is a grant-funded position with opportunities for professional growth.

RESPONSIBILITIES:

CASA Advocate Coordination:

- Supervise advocate volunteers (30-35 volunteers), including Spanish-speaking and culturally diverse volunteers and other volunteers
- Assist in recruiting, screening, and interviewing as needed
- Conduct regular volunteer evaluations and monthly case meetings
- Review pending cases, evaluate, and in consultation with the Executive Director, assign to appropriate advocates

- Complete CASA pre-service training program
- Translate CASA pre-service training program into Spanish
- Keep advocates apprised of court and hearing dates, report due dates, etc.
- Collaborate with advocates to develop case plans and ongoing strategies for advocacy
- Attend court, CRB hearings and/or DHS meetings when needed to support advocates, provide assistance or for tracking unassigned cases
- Maintain paper and electronic case file records for assigned and unassigned cases
- Assist advocates in creation of required written court reports by reviewing, and editing if necessary, the content and form of such reports and distribute to appropriate parties
- Provide support, assistance and supervision for advocate volunteers, helping them to maintain and enhance advocate performance over time
- Educate and assist volunteers regarding the thought processes by which to reach an opinion
- Ensure volunteers are appropriately advocating for the children in their case giving consideration to the cultural and unique needs of each child
- Assist advocates with the preparation of oral presentations to the Juvenile Court
- Read, review case documentation of assigned cases

COMMUNITY ENGAGEMENT

- Provide Spanish-language interpretation/translation services as needed across CASA operations, such as social media and public communications, continuing education courses
- Support Executive Director, Program Manager, and Volunteer and Outreach Coordinator in attending and preparing for meetings, events, fairs, and other forms of engagement with Spanish-speaking populations in Woodburn and across Marion County to increase accessibility and participation for culturally-diverse volunteers, build relationships with the Latino community to address disparities in the foster care system, promote healing among traumatized and abused youth, and advance community appropriateness and feelings of safety and inclusiveness
- Attend staff meetings and assist in the evaluation of the program
- Assist with volunteer appreciation and public awareness events

PROGRAM SUPPORT:

- Assist with organization and management of case files, advocate rosters and lists, and resource information
- Attend staff meetings and assist in the evaluation of the program
- Provide office coverage as assigned by the Executive Director
- Data entry and maintenance of case management database for volunteer and child data collection
- Maintain case and advocate files so as to be in compliance with all State and National CASA standards

- Assist the Executive Director in whatever capacity necessary to maintain the integrity and success of the organization

Employee Development

- Complete New CASA Volunteer Training
- Attend advocate in-services, conferences, seminars, and other meetings as directed
- Maintain general understanding of current information and conditions relative to child abuse and neglect and the juvenile legal system
- Maintain a professional attitude and respect for supervisors, co-workers and advocates
- Participate in professional development opportunities through attendance at conferences, seminars to achieve 12 hours annually of continuing education

QUALIFICATIONS:

The ideal candidate should be knowledgeable and passionate about the issues of child abuse and neglect as well as committed to an organized and efficient office. The candidate must have excellent verbal and written communication abilities. Proficient use of computers, Microsoft Office, and office equipment. Must possess the ability and desire to work with diverse groups, including but not limited to people struggling with poverty, drug addiction, abuse and neglect. Must be able to handle emotionally challenging case content, subject matter and be extremely organized and detail oriented. Must have a personal car, current Oregon driver's license, and auto liability insurance.

General Qualifications

- Must be bilingual in Spanish and English
- Team-oriented; self-directed; sense of humor; ethical; organized, detail-oriented
- Ability to maintain confidential information concerning the agency, clients, program organizational plans, policies and strategies.
- Good interpersonal skills, including communication and conflict resolution skills.
- Respect and value for working with diverse populations
- Reaching, lifting, and carrying up to 15 pounds infrequently

Education: Associates degree in human services, sociology, psychology, or related coursework or equivalent experience in a related field or higher.

Experience: Experiences in foster care system, a volunteer coordinator position, social services agency, family legal work, or related field in a non-profit setting are welcome.

OTHER INFORMATION:

- May be required to pass a comprehensive criminal background
- CASA of Marion County is an equal opportunity employer and encourages all interested persons of diverse backgrounds and lived experience to apply.

- Some flexibility in weekly schedules will be required and may include evening and weekend hours to accommodate trainings and community events.
- Benefits include health and dental insurance, generous PTO plan, 401(k) retirement plan, Employee Assistance Program and Holiday schedule

TO APPLY:

Please send cover letter, resume and 3 professional references to naomi@casamarionor.org.

Position open until filled. CASA of Marion County is an Equal Opportunity Employer. We welcome applicants of diverse backgrounds and lived experience to apply. We welcome applicants with disabilities. If you need accommodation in the recruitment process, please contact Carla Glavine (carla@casamarionor.org) to request accommodation.

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Paid time off
- Hybrid workplace
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Officer hours are 8:30 am to 5:00 pm Monday to Friday

Find out more about CASA of Marion County at www.casamarionor.org