

## JUDI'S PLACE FOR KIDS

### JOB DESCRIPTION

Position Title:           **CASA Volunteer Coordinator**

Reports to:               **CASA Program Director**

Supervises:              **CASA Volunteers**

Classification:         **Exempt**

Annual Salary:         **\$28,000.00 - \$38,000.00 based on experience/qualifications**

**Job Summary:** The CASA Volunteer Coordinator is a professional position charged with the responsibility of fulfilling the program's mission and goals through effective volunteer recruitment, training, and supervision of Court Appointed Special Advocates (CASAs) at Judi's Place for Kids' CASA of Eastern Kentucky program.

#### **Essential Job Functions:**

**(Job Functions 1-29 VOCA Funded: 95%)**

1. Recruit, screen, interview, train, and supervise CASA volunteers under the direction of the Program Director.
2. Assist the Program Director with the development of training programs and training materials.
3. Assist the Program Director with organizing, facilitating, scheduling, and conducting pre-service and in-service trainings for volunteers.
4. Assist in reviewing new cases and assigning volunteers in consultation with the Program Director.
5. Attend court, when possible, and track all court dates regarding CASA, including assigned CASA cases and referrals.
6. Assist volunteers with the preparation of court reports and for the provision of on-going advocacy services.
7. Review volunteer court reports to ensure they are professional, complete, and formatted correctly, and distribute volunteer court reports to all relevant parties within the appropriate timeframes.
8. Maintain volunteer files and reports.
9. Document contact with advocates and clients.
10. Assist in gathering, organizing, and producing data for reporting purposes, following terms of monthly, quarterly, and annual reporting.
11. Assist with case and volunteer tracking and data entry.
12. Assist in home visits as requested by the Program Director.
13. Distribute correspondence to advocates regarding case assignments, CASA related hearings, meetings, events, and activities.

14. Attend case conferences with or for volunteers as needed.
15. Travel within the Big Sandy Region on a regular basis.
16. Facilitate volunteer group meetings as needed.
17. Return all phone calls within twenty-four (24) hours, when possible.
18. Collect, review, and record volunteer time sheets monthly in the tracking system.
19. Meet annual goals set for position and program.
20. Contact each volunteer, at a minimum of one (1) time per month, and more frequently if determined by volunteer, case, and/or staff.
21. Conduct annual survey forms for volunteers, partners, and children served.
22. Ensure that volunteers return all case files and documentation, upon closure of cases, and that all closure forms are completed.
23. Assist Program Director with exit interviews of volunteers leaving the program.
24. Ensure that all VOCA requirements are followed.
25. Follow and implement program policies in compliance with National and State CASA Standards.
26. Stay current with local, state, and national issues of importance to the development of effective programs and services, including working with National and State CASA programs through conferences and meetings.
27. Maintain regular contact with the family court administration and the Cabinet for Health and Family Services (CHFS) regarding the program and its activities.
28. Develop and maintain effective relationships with other professional and social service groups in the community.
29. Be available for public speaking engagements and program awareness events.

**Other Job Functions:**

**(Job Functions 30-31 Non-VOCA Funded: 5%)**

30. Assist Program Director with volunteer appreciation events and activities.
31. Other job duties as assigned.

**Working Conditions/  
Environment:**

Works in an office setting that provides a clean, well-lit, temperature controlled environment. Volunteer coordinator will also be traveling frequently and may be required to make home visits and/or work in government buildings, schools, and community partner offices.

**Tools/Equipment Used:**

Operate a photocopier, telephone, and fax machine on a routine basis. Operate a security system daily, and electronic recording equipment infrequently. Routine use of computers including email and cloud-based applications.

## **Requirements/Qualifications:**

1. Must possess a bachelor's degree from an accredited college or university in social work, human services, or criminal justice field. A minimum of one (1) year of experience with child welfare system, court system, and/or supervision of volunteers preferred.
2. Must complete application/screening process.
3. Per 920 KAR 2:040, an employee of a children's advocacy center shall be at least twenty-one (21) years of age.
4. Per 920 KAR 2:040 an applicant for employment shall submit to a criminal records check in accordance with KRS 17.165 and a central registry check in accordance with 922 KAR 1:470 during the application process and annually thereafter while employed by the center.
5. Must maintain a valid driver's license.
6. Must read and sign personnel and confidentiality policies.
7. Complete 30 hour CASA volunteer pre-service training within first three (3) months of employment if applicable.
8. Must complete a minimum of 12 hours of in-service training or continuing education annually.
9. Upon completion of CASA training, accept an appointment to at least one CASA case in which abuse, sexual abuse, or domestic violence has occurred.
10. Must have good interpersonal skills, ability to deal with persons in crisis, and the ability to work under stress.
11. Must be committed to provide equal opportunities for all clients without regard to sex, age, race, color, creed, religion, national origin, or physical or mental handicap. Must demonstrate sensitivity to the diverse socioeconomic and cultural background of clients and the community.
12. Ability to work in a fast-paced environment.
13. Must demonstrate excellent written and oral communication abilities.
14. Must possess general office skills and experience with Microsoft Office Suite.
15. Ability to maintain effective and harmonious working relationships with the public, community partners, and other employees.
16. Ability to communicate with, supervise, and empower volunteers to be effective in their roles.
17. Ability to work cooperatively with different types of personalities.
18. Commitment to CASA's vision, mission, and goals.
19. Ability to maintain confidentiality.
20. Ability to travel out of town for relevant trainings, meetings, and conferences.
21. Ability to work within a flexible schedule, which includes regular business hours and frequent evening and weekend work.
22. Ability to accept and return phone calls after business hours.
23. Ability to work without direct supervision.