



CASA of Travis County Job Description

Job Title:	Child Advocacy Specialist – Drug Court
Date:	December, 2019
Reports To:	Program Manager
FLSA Status:	Full Time, Exempt. Starting salary: \$45,000

About CASA

CASA (Court Appointed Special Advocates) of Travis County speaks up for children who've been abused or neglected by empowering our community to volunteer as advocates for them in the court system. When the state steps in to protect a child's safety, a judge appoints a trained volunteer advocate to make independent and informed recommendations in the child's best interest. Created in 1985, CASA of Travis County is one of the top ten CASA programs in the nation.

We operate with...

Integrity: we are committed to the best interest of the people we serve and of the organization we represent. We approach people and challenges with honesty, trustworthiness and openness. **Excellence:** We strive for continuous improvement, to be the best we can be, individually and collectively. We are accountable. **Action:** We get things done. We are determined, creative, strategic and goal-oriented. We persevere. **Empowerment:** We build resilience in each other to succeed in this rigorous work. We are empowered when we demonstrate the courage of our convictions. We empower others when we listen and respect their thoughts, opinions and feelings. **Inclusion:** We are stronger as a group when diversity and uniqueness are valued. We strive for equity. **Generosity:** We assume the best about each other's intentions. We speak of others with kindness and treat one another with care and compassion. **Hope:** We remember that good can arise from difficulty and we look for optimism. We believe in the power of one person to change another's life for the better.

Join us!

General Summary

The Child Advocacy Specialist will motivate, empower, guide and supervise CASA volunteers as they advocate in the best interest of children who've been abused or neglected and are now involved in a legal case with Child Protective Services. Additionally, the Child Advocacy Specialist will ensure that the mission of CASA of Travis County is carried out. This position will also participate on the Travis County Family Drug Treatment Court Team that serves families participating in that program.

Essential Responsibilities and Duties

1. Supervises Advocates in their role as "Court Appointed Special Advocates" (CASA) and Guardian ad Litem for the children to whom CASA of Travis County is appointed

- Supervises no more than 30 volunteer advocates (unless multiple volunteers are assigned to a single family group) and a maximum of 30 family groups (with the optimum being 22-25 family groups). Caseloads and numbers of volunteers supervised will be reduced proportionately for employees working in this position on a less than full-time basis. Added duties beyond the supervision of volunteers will result in the reduction of the caseload size.
- Attends and participates in staff and case-related meetings including, but not limited to, Permanency Conferences, Treatment Meetings and ARD's.
- Attends and participates in all case related and program related staffings for the Travis County Drug Treatment Court program.
- Attends and participates in all related court hearings, providing assistance and supervision of Advocate court reports, court attendance and testimony.
- Provides to the Advocate information and professional contacts regarding community resources and placements.
- Participates in placement selections by reading home placement studies and consulting as decisions are made.
- Assists the Advocate in identifying permanency planning issues for children while steadily moving the case forward toward the goal of a safe and permanent placement.

2. Provides informed and consistent guidance to Advocates as well as encouragement and praise

- Provides timely notification of staffings, meetings, and court hearings to Advocates.
- Provides guidance, assistance and review of Advocate reports to the court.
- Participates in and assists with new Advocate training and Advocate continuing education, as needed.
- Provides consistent contact in the process of maintaining and fostering relationships with the Advocate, clients and other professionals in legal, social welfare, educational and therapeutic areas/organizations.
- Enhances the opportunity for retention of the Advocate for other cases, by coaching new skills, evaluating the Advocate's experience, and by matching the Advocate with future cases that are matched to his interests and skills.

3. Ensures the high standard of performance of services of CASA of Travis County

- Contributes to team by working effectively with individuals of diverse backgrounds and actively promoting diversity within the program.
- Participates in regular and periodic supervision with the appropriate Team Leader.
- Supports Team members, by providing backup for meetings and court hearings and with their Advocates as needed.
- Maintains accurate and complete client case records.
- Maintains accurate case and Advocate statistical data according to state and national standards for CASA.
- Maintains a professional, organized environment.
- Assists with office and program demands as needed.
- Attends and participates in continuing education opportunities.
- Assists with program development and evaluation as needed by Chief Program Officer.

4. Other responsibilities include:

- Assists with recruitment efforts and events.
- Assists with fundraising events.
- Attends and participates in community meetings as directed by Team Leader, Associate Director of Advocacy or Sr. Director of Advocacy.

Knowledge, Skills and Experience

Required:

1. Education

- A minimum of a Bachelor's degree required. CASA of Travis County welcomes employees from diverse educational backgrounds and degree programs.
- In lieu of a degree, at least eight years of experience with a CASA program or a similar organization.*

2. Critical areas of qualifications include the following:

- Experience in providing staff or volunteer supervision and the ability to manage people.
- Demonstrated ability to be flexible, resilient, manage ambiguity, and exercise good judgment.
- Demonstrated commitment to diversity of thought and experience effectively working with a diverse population.
- 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 convey and interpret information to and from others orally and in writing.
- The ability to work under time constraints, be goal-oriented and maintain productive and effective performance and interaction with the Advocates and clients.
- Strong interpersonal skills.

3. Spanish/English fluency is considered an advantage.

*If a college degree has not been completed, a writing sample may be requested.

Physical Requirements and Work Environment

The Child Advocacy Specialist 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 at a personal computer. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.