



Advocacy Director | *Job Description*

Send a cover letter and resume to info@neverlost.org

General Description / Accountability

The Advocacy Director oversees daily operations of the CASA Kids Program and provides professional staff support and supervision of CASA Advocacy Coordinators, volunteers, and other CASA staff. The Advocacy Director ensures children involved with the CASA Kids Program receive sound advocacy support and early permanency planning within the child welfare system.

The Advocacy Director is hired by the Board of Directors on the recommendation of the Executive Director and reports directly to the Executive Director on all terms and conditions of his/her employment including daily assignments, goals, performance evaluations, benefits /compensation, and leave requests.

Desired Qualifications

- Relevant Bachelor's degree; LCSW a plus
- 2 years of supervisory experience or equivalent substitution
- Successfully complete CASA training including criminal background check
- Supervisory/management experience
- Proficiency with common workplace software programs i.e. Microsoft Office
- Ability to communicate, supervise, and empower employees and volunteers to be effective in their roles
- Understanding of issues and dynamics within families in crisis relating to child abuse and neglect
- Commitment to the Mission of Never Lost

Skillsets for Success

- Strong work ethic
- Excellent communication skills (written and oral)
- Highly detail-oriented and organized
- Strong interpersonal skills

Job Responsibilities

- Oversee daily operations of the CASA Kids Program in court we serve
- Ensure CASA Kids Program is compliant with program, State, and National standards
- Provide regular supervision and support for CASA staff
- Supervise and support CASA volunteers in each court
- Ensure Advocacy Coordinators (ACs) adhere to program policies and procedures
- Ensure all records and files for CASA cases are up to date, complete, and accurate
- Collect and submit required program reporting as required by Executive Director and Operations Director
- Conduct annual program evaluations with stakeholders, collaborative partners, and volunteers
- Facilitate bi-annual meetings with DFCS other collaborative partners with focus on relationship development & training
- Ensure all volunteers meet in-service training requirements & participate in annual evaluations
- Ensure every active child in the program has a timely CASA written report for each court hearing.
- Review and edit CASA reports to ensure best interest and quality advocacy for every child
- Travel between all counties served by program
- Assist and attend volunteer appreciation events
- Retain pertinent statistics and records as directed by Executive Director and Operations Director
- Ensure reporting systems & databases (CPRS, etc.) are maintained with current & accurate information
- Raise profile of CASA and Never Lost through community networking
- Other duties as assigned