



## Program Coordinator

### Job Description

April 2020

#### **Purpose**

The Program Coordinator is responsible for recruiting & supervising Court Appointed Special Advocates to represent the best interests of abused and neglected children in court. In addition they network within the community to ensure program success.

#### Program

- Recruit advocates
  - Develop and implement a recruitment plan
  - Talk with potential volunteers
- Supervise Volunteer Advocates. Responsibilities include:
  - Provide appropriate counsel and guidance to the advocate
  - Supervise the development of recommendations and written reports regarding the best interest of the child
  - Support court appearances as needed
  - Review file materials and ensure Optima reports are up to date
  - Ensure completion of Colorado CASA Wellbeing Assessment
- Manage case overflow and serve on cases as needed
- Maintain databases to track cases and volunteers
- Participate in development and delivery of Advocate training sessions
- Follow Standard Operating Procedures, recommend changes as appropriate and implement and document approved changes
- Work with Executive Director and Program Director to develop and implement new programs, services, strategic plan
- Work with 5<sup>th</sup> Judicial District agencies in promoting and improving CASA programs
- Build relationships with service providers and agencies to ensure appropriate referrals for services and promote and improve CASA programs

#### Community Outreach

- Publicize CASA mission within the community
- Participate in Public Relations, Fundraising, and Marketing activities as assigned by Executive Director

## Competencies

- Knowledge and skills to carry out assignments
- Ability to plan, organize and prioritize workload
- Accountable for actions and outcomes
- Ability to work both independently and cooperatively
- Adept at analyzing facts, problem-solving, decision-making and demonstrating good judgment
- Ability to maintain confidentiality of information regarding cases and volunteers
- Effectively communicate with Executive Director, Senior Advocate Manager, Director of Programs, Advocates, external agencies and Staff

## Qualifications

- Minimum graduate degree and/or comparable work experience in nonprofit administration, human services/mental health or related fields
- Understanding of volunteer program management principles
- Knowledge of child welfare, juvenile court systems
- Strong computer competency and e-mail skills. Experience with Word, Excel
- Preferred bi-lingual English-Spanish speaking
- Clearance of criminal background screening