

COUNTY OF SOLANO

SPECIAL ADVOCATE PROGRAM COORDINATOR

Est 8/02

DEFINITION

Under supervision, assists with the development, coordination and implementation of the county's Court Appointed Special Advocate (CASA) program for children. Coordinates program activities with various agencies and entities to assure that abused, neglected and abandoned children who are dependents of the court have safe and permanent homes.

DISTINGUISHING CHARACTERISTICS

This is a single class position responsible for developing, implementing, and coordinating the special advocate program for children through the courts. Incumbent is responsible for facilitating the development and execution of training for assigned advocates, assessing and monitoring the case assignment and assisting in evaluation of program goals.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, develops, and coordinates the activities required for the operation of the Court Appointed Special advocate (CASA) Program. Reviews all requirements of the program and assures compliance with guidelines. Develops and implements the process for solicitation, identification and selection of volunteers for the program.
2. Schedules, plans and conducts orientation, and training for CASA volunteers. Researches identifies, prepares and or modifies training materials and modules for use in the program. Monitors advocates progress in understanding responsibilities and recommends participants for an appointment by the court as a CASA for children.
3. Receives all case referrals from the court or other sources such as social workers, attorneys, biological parents, foster parents, therapists, teachers etc. Reviews case files received from the juvenile courts on children and may consult with other staff and program consultants in deciding to accept the referral. Accepts or declines cases and for accepted cases, places on a waiting list for assignment. Assigns urgent cases immediately to a volunteer advocate.
4. Contacts volunteer advocates to establish meeting to discuss cases and review the child's file to be assigned. Identifies issues that may arise in the handling of the case and responds to any questions and concerns of the volunteer advocate. Determines the advocate's ability to effectively advocate for the child involved and assigns case appropriately.

EXAMPLES OF DUTIES (Continued)

5. Coordinates, monitors and supervises the advocates handling of cases in terms of establishing and maintaining contact with children, preparation of written court reports, and court attendance. Reviews all court reports and written communication prepared by the advocate and makes or requests necessary changes and revisions to comply with program requirements. Maintains and understands the case status to assure substitute or backup coverage or assignments as necessary.
6. Maintains and assures that advocates and staff understand the importance of confidentiality in the handling of cases. Monitors potential conflict of interest situations and makes adjustments in case assignments to preclude violations of the policy and procedures of the program.
7. Develops, revises, and implements procedures for case record keeping, and for managing the case file information system. Assists with development of special projects, program budget, annual work plans, and analysis of trends in program services. Makes recommendations on approaches and adjustments that are needed.
8. Represents and explains the program to networks of service providers and coalitions dealing with child welfare. Attends Advisory Board meetings and steering committee meetings and provides support and assistance as needed. Assists with the preparation of reports to the Advisory Board as needed.
9. Performs other related duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Qualifying education and experience would be:

Bachelors degree from an accredited college or university with a major preferably in Social Science, Sociology, Social Work, Psychology, Criminal Justice, Human Relations, Public Administration or other closely related field.

And

Two years administrative or professional experience developing or working with community based or focused programs related to children or juveniles, researching, planning, developing or implementing non-profit activities for children or juveniles.

Knowledge/Abilities

Knowledge of program review principles and practices, record keeping and case management, child welfare and permanency planning, juvenile justice system, parameters of child abuse and neglect, budgeting methods, and community resources to assist in program growth.

Ability to plan, organize supervise and implement program objectives, conduct training, communicate with individuals and groups, write, prepare and analyze statistical and narrative reports, interview and assess skills of individuals, and read, interpret, and apply regulations, procedures and policies.

SPECIAL REQUIREMENTS

Possession of or the ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION:

Independent travel may be required.

Department Head

Date