



## **Cass County CASA Program Coordinator Job Description**

Cass County CASA is a volunteer-based, child advocacy organization that recruits, screens, and trains quality citizens to advocate for the best interest of the children in the foster care system.

Job details include:

- Participate in recruiting, interviewing, screening and training of prospective Court Appointed Special Advocate volunteers
- Prepare court orders and assign new cases to CASA volunteers
- Review and edit CASA court reports in collaboration with the CASA volunteer and approve prior to distribution
- Supervise, support and advise CASA volunteers with adherence to CASA policy and procedures and in alignment with the program's mission.
  - Attend court hearings, meetings, etc.
- Collaborate on volunteer recognition and retention processes
- Identify and recommend relevant topics and opportunities for continuing education
- Track and communicate CASA volunteer continuing education requirements
- Maintain volunteer and case files/database in accordance with National CASA standards
- Ensure compliance with local, state and federal legal mandates as well as National CASA Association and Michigan CASA Association standards
- Collaborate with community agencies
- Conduct public speaking engagements

Qualifications:

- Bachelor's degree in social services, high school diploma with experiences in social service field or Associate's degree
- Good computer, communication, and writing skills
- Ability to work independently
- Experience with volunteers preferred
- Job type: part time

Cass County CASA Program, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or religion.

Resumes can be mailed to: Cass County CASA Program, Inc. 120 N. Broadway St, Suite 215, Cassopolis, MI 49031 Attention: Erica Boulanger

Job type: part-time

Pay: \$10.00-\$12.00 an hour