

## **Position Overview – Judicial Advocacy Specialist**

Full-Time Salary Range – 37.5 hours per week - \$43,875-\$45,825

Part-Time Salary Range – 15 hours per week - \$17,550-\$18,330

**Supervised by:** Executive Officer, or designated staff

**Supervises:** CASA volunteers and Interns

**Hours:** 37.5 per week if full-time; 15-22.5 per week part-time (100% victim services)

**Basic Purpose:** Responsible for the effective implementation and ongoing development of the Franklin/Pittsylvania County Court Appointed Special Advocate (CASA) program through the recruitment, training, supervision, support, and retention of CASA volunteers, ensuring high-quality, consistent, and child-centered advocacy for children involved in the juvenile court system.

### **Direct Services:**

- Complete CASA training within 6 months of hire.
- Assist in the recruiting of volunteers.
- Analyze the Counties to strategically identify and present the CASA concept to those residents who are the best potential volunteers and develop a contact list of targeted persons and organizations.
- Assist in the screening, interviewing, and training of new volunteers.
- Assist in the selection and assignment of appropriate volunteers.
- Review new cases and attending court hearings.
- Preparing and distributing case files and updating as needed.
- Helping to develop on-going strategies for advocacy and volunteer support.
- Coach CASA volunteers in the performance of their duties by providing assistance and consultation for volunteers as needed and when requested.
- Assisting the volunteers in the creation and distribution of court reports.
- Accompanying volunteers to their hearings and debriefing with them
- Track and record case information and statistics.
- Participate in evaluations of volunteers, programs, and agency growth.
- Attend meetings essential to the success and continuation of the program to include partner/professional meetings.
- Coordinating, facilitating, and attending in-service trainings.
- Planning, organizing, and implementing events to recognize and appreciate volunteers, supporters, and the work of the program.
- Promote a community coordinated effort to aid crime victims collaboratively with public and private partners.
- Supervise and evaluate volunteers on a consistent basis.

### **Administrative Services:**

- Comply with CAC operating policies and procedures.

- Other duties as required or assigned by the administrative team.

**Minimum Qualifications:**

- Bachelor's degree in human services, social work, criminal justice, psychology, sociology, education, or a related field or an equivalent combination of education, training, and relevant professional experience that demonstrates the knowledge and skills necessary to perform the essential functions of the position. Three to five years of relevant professional experience in volunteer management, child welfare, court advocacy, victim services, family services, human services, social services, education, or a closely related field. Equivalent experience may be considered in lieu of a specific degree requirement.
- Demonstrated strong written and oral communication skills, including the ability to analyze and synthesize complex information; prepare clear, accurate, objective, and well-organized case documentation, reports, correspondence, evaluations, and training materials; and communicate effectively with volunteers, children and families, court personnel, attorneys, social service and behavioral health professionals, law enforcement, and community partners.
- Proficiency with standard office technology and the ability to learn and effectively use electronic case-management, data-management, and communication systems.
- Ability to meet the travel, scheduling, court attendance, training, and occasional evening/weekend requirements of the position.
- Successful completion of required background checks and other screening requirements applicable to CASA personnel.
- Attendance at after-hours functions to support fundraising and awareness efforts.
- Bilingual communication skills a plus.
- This position includes regular exposure to information and discussions related to child abuse, neglect, and family violence. Candidates must demonstrate sensitivity, emotional resilience, and the ability to maintain appropriate professional boundaries.

This service is supported using grants funds. Please note, for positions which are solely grant funded, if grant funds are not provided to the Children's Advocacy Programs of the Blue Ridge, Inc., employment may be discontinued.

*Note: This job overview indicates in general terms the type and level of work performed and responsibilities held by the employee. Duties described are not to be interpreted as being all-inclusive. Background checks and drug screens will be conducted prior to consideration of employment. Children's Advocacy Programs of the Blue Ridge, Inc. is an EOE/AA employer.*