

VOLUNTEER COORDINATOR /CASE MANAGEMENT Part-time/Hourly

Court Appointed Special Advocates (CASA) Program

OVERALL OBJECTIVE OF JOB: The Volunteer Coordinator position is responsible for the recruitment, supervision, and support of Court Appointed Special Advocate (CASA) volunteers in order to ensure the best quality volunteer advocacy for children in juvenile dependency court. In the absence of the Executive Director, the Volunteer Coordinator has full responsibility for the daily operations of the designated county within the Susquehanna Valley CASA region.

ESSENTIAL FUNCTIONS OF THE JOB:

- Complete CASA training
- Assist in the recruiting of volunteers
- Analyze the County to strategically identify and present the CASA concept to those residents who are the best potential volunteers
- Develop and utilize 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 attend all court hearings
- Prepare and distribute assignment documentation
- Help to develop initial case plans and on-going strategies for advocacy
- Coach CASA volunteers in the performance of their duties
- Provide assistance and consultation for volunteers as needed and when requested
- Assist the volunteers in the creation and distribution of court reports
- Accompany volunteers to their hearings and debrief with them as needed
- Assist volunteers and office in tracking volunteer/case files and statistics
- Participate in evaluations of volunteers, programs, and Volunteer Coordinator position
- Attend meetings locally, regionally, state-wide, and nationally.
- Provide ongoing support for CASA volunteers
- Assist in coordinating, facilitating, and attending in-service trainings
- Assist in planning, organizing, and implementing events to recognize and appreciate their work
- Advocate for volunteers with Lycoming County Children and Youth Services and other professionals involved with their cases, as necessary.

OTHER DUTIES OF THE JOB:

- Comply with SVCVC operating policies and procedures.
- Other duties as required or assigned by the Executive Director

SUPERVISION RECEIVED:

- Receives instruction and supervision from the Executive Director.

SUPERVISION GIVEN:

- Provides oversight to no more than 23 volunteers appointed by the Lycoming County Court of Common Pleas.

WORKING CONDITIONS:

- Works indoors in limited office space, with adequate lighting, ventilation and temperatures.
- Works with average indoor exposure to noise and stress, minimal disruptions.
- Normal indoor exposure to dust/dirt.
- Works flexible hours to meet the needs of the clients.
- Work requires traveling on an occasional basis

PHYSICAL/MENTAL CONDITIONS:

- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, reaching as necessary to carry out essential job duties.
- Dexterity requirements range from coordinated movements of fingers/hands for typewriter and computer, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
- Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten (10) pounds.
- Must be able to cope with the physical and mental stresses of the position.
- Must be able to move frequently throughout the work day as needed to carry out essential job duties.
- Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

• EDUCATION/TRAINING:

Bachelor's Degree (Human Services field)

• WORK EXPERIENCE:

Three or more years of work related to human services, administration, and supervisory experience.

• CLEARANCES:

Must pass Act 33 and 34 clearances.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must be able to comprehend and speak the English language in an understandable manner in order to carry out essential functions of job.
- Must possess effective communication and interpersonal skills.
- Must possess initiative and problem-solving skills.
- Must possess ability to function independently, have flexibility and the ability to work effectively with public, co-workers and others.
- Must possess ability to maintain confidentiality regarding client information and records.
- Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
- Must have a good working knowledge of Microsoft Office programs.
- Must possess the ability to express empathy and understanding to all clients.

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

Job Type:

- Part-time

Job Location:

- Lycoming County, PA