

**PARACHUTE: Butler County CASA
(Court Appointed Special Advocates)**



Job Description for Volunteer Coordinator/ Staff Attorney

JOB SUMMARY:

Employed by and responsible to PARACHUTE: Butler County CASA, the Volunteer Coordinator/Staff Attorney is responsible for providing adequate screening, training, supervision and evaluation of CASA volunteers who are working with abused, neglected and dependent children and their families, and ensuring the quality of case monitoring and advocacy efforts of the PARACHUTE CASA volunteers.

As Staff Attorney, this role will represent abused and neglected children in court as the Guardian ad litem as well as provide legal information and guidance for CASA volunteers and staff about their appointed children's cases or child advocacy issues when needed.

JOB DUTIES AND RESPONSIBILITIES

- A. Supervision and management of CASA volunteers
 - 1. Appoint CASA volunteers to children's cases and develop initial case plan.
 - 2. Monthly contact with volunteers and individual supervision as needed basis.
 - 3. Provide direction on compiling court reports and monthly time sheets.
 - 4. Keep Executive Director apprised of case status and needs of CASA volunteers.
- B. CASA Volunteer Support
 - 1. Coordinate ongoing CASA volunteer recognition activities.
 - 2. Develop periodic individual CASA volunteer recognition with input from staff.
 - 3. Develop Special events or promotions.
 - 4. Assist with recruitment of CASA volunteers and conducting community presentations to promote volunteerism.
 - 5. Assist with all training.
- C. Legal Duties
 - 1. Represent abused and neglected children in court as the Guardian ad Litem. This includes visiting children, writing reports and actions in accordance with Butler County Juvenile Court Rules and National CASA Standards.
 - 2. Attend court hearings to speak up for the best interests of the children.
 - 3. Provide legal information when needed for CASA volunteers and staff in reference to their appointed children's cases or child advocacy issues.

4. Provide representation for CASA volunteers on legal custody or permanent custody cases. Draft motions, prepare pleadings, question witnesses and other matters which might arise for CASA volunteers during the course of their cases.
5. Attend weekly Family Treatment Drug Court docket and any relevant specialized docket required by the court.
6. Other legal duties as assigned relating to volunteer supervision/case management.

D. Administration

1. Manage Standards for agency's quality assurance requirements.
2. Provide resolution for concerns of CASA volunteers, court staff, Children's Services social workers, other professionals, clients or others.

E. Outreach

1. Promote philosophy of CASA and promote volunteerism in the community.
2. Participate in public relations/ community education efforts of agency.

F. Professional Development

1. Maintain knowledge of current significant theory, literature and resources and local statistics as related to CASA and PARACHUTE.
2. Participate in continuing education as related to job.

EDUCATION and EXPERIENCE:

Candidate will be an attorney licensed to practice in Ohio with at least 2 years' experience working with children, preferably those from high-risk families. Knowledge of CASA program mission, volunteer supervision, child development, child protection and foster care systems, and related issues affecting abused children such as domestic violence, poverty, addiction and mental health concerns and insight regarding community social service agencies. Experience in areas of staff supervision and volunteer management helpful.

SKILL SET REQUIRED: Exceptional written and oral skills and the ability to work collaboratively on internal teams and with external systems. Team leadership and training skills a must. Excellent interpersonal communication skills, organizational skills and knowledge of database management systems and Microsoft are necessary.

REPORT TO: Executive Director

PARACHUTE: Butler County CASA is an equal opportunity employer

Board Approved: 2.26.18