
Volunteer Advocate

Job Description



Position: Volunteer Advocate

Reports to: Advocate Coordinator; Executive Director

Hours: 8-16 hrs per month; Minimum one-year commitment

Salary: Volunteer

OUR MISSION

Training, empowering, and inspiring Volunteer Advocates to represent children in court who have experienced abuse or neglect and ensure they are safe, have a permanent home, and the opportunity to thrive.

OUR VISION

CASA of Elkhorn Valley envisions a world where every child who has experienced abuse or neglect is given the opportunity to thrive in a safe and loving home.

OUR CORE VALUES

Child-centered Advocacy, Integrity & Accountability, Respect & Inclusivity, Collaboration & Partnership, Excellence & Continuous Improvement, Service & Stewardship, Empathy & Compassion, Courage & Adaptability, Positive Impact & Lasting Change

POSITION PURPOSE

To serve as a Court Appointed Special Advocate (CASA) Volunteer, working independently to investigate and monitor cases of juvenile abuse, neglect and/or dependence in Madison County Nebraska.

ESSENTIAL DUTIES & RESPONSIBILITIES

Representation & Engagement

- Obtain first hand a clear understanding of the needs and situation of the child by reviewing all relevant documents and records and interviewing the child, parents, social workers, teachers and other persons to determine the facts and circumstances of the child's situation
- Identify and advocate for the best interest of the child.
- Seek cooperative solutions by acting as a facilitator among parties.
- Appear at all hearings to advocate for the child's best interests and provide testimony when necessary
- Have regular and sufficient in-person contact with the child to ensure in-depth knowledge of the case and make fact-based recommendations to the court. The CASA/GAL volunteer shall meet in-person with the child once every thirty days at a minimum. An exception may be granted at the

discretion of program staff; however, the justification and reasons for a decision to permit less frequent-in person contact must be documented.

- Advocate for the child's best interests in the community by interfacing with mental health, educational and other community systems to assure that the child's needs in these areas are met.
- Participate in all in-service training.

Case Management & Advocacy

- Maintain complete records about the case, including appointments, interviews and information gathered about the child and the child's life circumstances.
- Provide at every court hearing reports which include findings and recommendations.
- Make recommendations for specific appropriate services for the child and, when appropriate, the child's family.
- Determine if a permanent plan has been created for a child.
- Monitor implementation of service plans and court orders assuring that court ordered services are implemented in a timely manner and that review hearings are held in accordance with the law
- Inform the court promptly of important developments in the case through appropriate means as determined by court rules or statute.
- Participate in all scheduled case conferences with supervisory staff.
- Submit monthly reports to the Volunteer Coordinator.
- Return case files to the program after the case is closed.

QUALIFICATIONS & SKILLS

- Must be at least 21 years of age.
- Able to respect and relate to individuals from various backgrounds and cultures in a caring and sensitive manner.
- Good oral/written communication skills.
- Willing to accept supervision, training and evaluation from the professional staff
- Able to provide your own transportation.
- Must be a dedicated child advocate, willing to learn the best possible means to ensure that the needs of the children in the Madison County juvenile justice system are being met.

SPECIAL CHARACTERISTICS

- Requires successfully passing an extensive background check post offer.
- Understands and is willing to commit to a minimum of a one-year volunteer position serving on a minimum of one assigned case
- 30 hours Pre-Service Training
- 12 hours of annual In-Service Training
- Average of 8 - 16 hours per month

BENEFITS

- Mileage Reimbursement

EQUAL EMPLOYMENT OPPORTUNITY

CASA of Elkhorn Valley is an equal opportunity employer and operates in compliance with federal, state and local laws and regulations prohibiting discrimination in employment. CASA of Elkhorn Valley prohibits preference, limitation, specification, or discrimination based upon race, color, sex, pregnancy, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin or the presence of any sensory, mental or physical disability (not constituting a bona fide occupational qualification). Further, it is the intent of CASA of Elkhorn Valley to ensure that the principle of equal opportunity is implemented in all personnel-related actions, including, but not limited to, recruitment, hiring, testing, training, promotion, compensation, and all other terms and conditions of employment in all job classifications.

HOW TO APPLY

If you are interested in leading a life-changing nonprofit, please complete and send the [Volunteer Application Packet](#) along with your resume to apply@elkhornvalleycasa.org or by mail to: CASA of Elkhorn Valley, 408 W Norfolk Ave, Ste 102, Norfolk, NE 68701