



**CASA of Linn County**  
JOB DESCRIPTION

**JOB TITLE:** Volunteer Coordinator

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**LOCATION:** Albany, OR  
**STATUS:** Full Time; 40 hours per week (Non-Exempt)  
**PAY:** \$19.21 per hour + \$300 monthly stipend  
**REPORTS TO:** CASA Program Manager

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**POSITION SUMMARY:** Court Appointed Special Advocates (“CASA”) of Linn County has an immediate opening for a full-time Volunteer Coordinator to join our team. The Volunteer Coordinator will be responsible for supervising and supporting up to 30 CASA volunteers. CASA volunteers are trained citizen advocates appointed by the Linn County Circuit Court. Each CASA volunteer advocates for the best interests of a child in the foster care system, with a goal of finding the child a safe and permanent home as expeditiously as possible. The Volunteer Coordinator will ensure that abused and neglected children in foster care in Linn County receive strong and effective advocacy and will strive for early permanency placement.

**SPECIFIC DUTIES OF POSITION:**

**CASA Volunteer Coordination:**

- Provide oversight, support, and consultation to advocates regarding case assignments.
- Maintain frequent and consistent contact with advocates to stay updated on cases.
- Proactively monitor activities of advocates to insure compliance with all the policies and standards of the organization, Oregon CASA Network, and the National CASA organization, including cultural competency and self-management.
- Assist advocates with the preparation of written and oral court reports.
- Review all written reports and documentation relating to cases assigned advocates.
- Attend court hearings, Citizen Review Board hearings, and other meetings as needed.
- Complete annual reviews for each advocate.
- Help plan (and participate in) CASA advocate monthly in-service trainings.

**Case and Data Management:**

- Research, evaluate, and assign cases to appropriate advocates in consultation with the Program Manager and other Volunteer Coordinators.
- Consistently monitor and maintain case and advocate files to insure up-to-date accuracy as well as compliance with all state and National CASA standards, including CASA Manager data entry.
- Coordinate, document, and appropriately distribute all legal discovery and substantive information related to CASA cases through resolution of each case.
- Interact professionally with all parties to the case, other case participants, and community partners in both an advocacy and problem-solving role.
- Meet regularly with Executive Director, Program Manager, and Volunteer Coordinator team to assure best practices.

**Additional Duties:**

- Attend staff meetings, conferences, seminars, and other meetings as deemed appropriate.
- Participate annually in a minimum of 12 hours of approved, relevant, substantive continuing education.
- Complete a minimum of 6 hours of professional development continuing education.
- Maintain a strong understanding of foster care issues in Oregon and Linn County; current information and conditions relative to child abuse and neglect; and Linn County DHS and Juvenile Court Procedures.
- Assist with volunteer recruitment, training, and retention.
- Assist with fundraising events as needed.
- Assist the CASA team in whatever capacity necessary to maintain the integrity of the organization.

**PROFESSIONAL/PERSONAL SKILLS REQUIRED:**

- Compassionate and patient verbal communication and active listening.
- Team-oriented mentality and work habits.
- Professional demeanor and thoughtful reaction to feedback.
- Ability to work cooperatively and effectively with people from diverse backgrounds and experiences.
- Strong proficiency with computers and technology, including Microsoft Office.
- Ability to effectively multi-task during stressful situations.
- Ability to strictly maintain confidential information.
- Knowledgeable and passionate about the issues facing victims of child abuse and neglect and the foster care system.

**EDUCATION:**

Four-year college degree strongly preferred. Minimum two-year college degree in a related field considered.

**EXPERIENCE:**

- Minimum of two years working in a collaborative team environment.
- Minimum of two years supporting and managing several employees or volunteers.
- Experience working with children and/or children's issues within the foster care system preferred.
- Previous CASA experience a plus.

**MISCELLANEOUS INFORMATION/REQUIREMENTS:**

- Flexibility in weekly/monthly schedule will be required and will include occasional evening and weekend hours to accommodate training and community events.
- Successful completion of an employment and criminal history background check is required.
- Applicant must be age 21 or over.
- Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility of employment.
- A valid driver's license and reliable transportation (car or truck); some driving is required.

***CASA of Linn County is an equal opportunity employer and operates its program, services and activities in compliance with federal and state nondiscrimination laws. No person shall, on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, age, or any other protected classes be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any of our programs.***

Applicants are encouraged to learn more about CASA by exploring the National CASA and CASA of Linn County websites ([www.linncasa.org](http://www.linncasa.org)).

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**APPLY BY EMAIL**

**Required Material** – Resume *\*and\** Cover Letter

**Send To** – [ashlee.graybeal@linncasa.org](mailto:ashlee.graybeal@linncasa.org)

**Deadline** – Sunday, May 16<sup>th</sup> at 5:00 pm