



Healing and empowering children and families throughout Central Louisiana

Rapides Parish Volunteer Coordinator

As part of the Children's Advocacy Network, you will serve our community by being a voice for all children and providing support for vulnerable families. You will be part of a team that helps our community develop resiliency through adversity and promotes healthy and safe living. We provide opportunities for social service driven persons to promote safety and healing in our communities, achieve their goals, and advance their careers.

The ideal applicant for CASA Volunteer Coordinator must embody the passion and purpose of our organization and be able to strategically, yet compassionately lead volunteers in advocating for the well-being of each child we serve. Rapides Parish Volunteer Coordinator will be responsible for volunteers within Rapides Parish.

Skillsets preferred include:

- passionate
- knowledgeable and understand issues and dynamics within families in crisis
- leadership skills
- interpersonal skills
- organization skills
- recruitment/training/retention management
- communication skills
- computer skills/Optima/Microsoft Outlook, Word, Publisher, Excel proficient/zoom meetings
- public relations

Qualifications:

- Minimum of four (4) years college; some college and/or equivalent in professional level in the fields of social work, psychology, or another related area
- Strong administrative, public relations, organizational and computer skills
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect
- Ability to maintain files and record system

Responsibilities include but are not limited to:

- Skillfully, yet compassionately meet with child abuse victims and family members for proper case assessment and assignment of CASA volunteer;
- Request special hearings on behalf of the child victim in the event the well-being of the child has been neglected by the responsible parties;
- In conjunction with volunteers, identify and connect children and families to available resources.
- Meet regularly with volunteers to review and plan case activity;
- Assist volunteers in investigating and communicating elements of case plan with authorized associated parties in order to adequately meet the needs of the victim(s);
- Monitor and direct volunteer activities regarding the best interests of the children in all court proceedings, family team conferences, administrative review hearings, and monthly visits with family members;
- Prepare volunteers for court appearances; assisting volunteers through testimony, report the success and failure of actions initiated by the court and or DCFS to the presiding judge in an effort to provide accountability and effectiveness on behalf of the child victim;
- Assist volunteers with meeting on-going training standards;
- Assist in volunteer recruitment, screening, interviewing, and evaluating prospective volunteers;
- Assist with CASA volunteer retention through appreciation activities;
- Maintain volunteer records;
- Assure that the Center and its program adhere to any requirements by granting agencies;
- Set goals in consultation with CASA Team Leader;
- Coordinate, document, and channel all CASA requests until resolution in consultation with the CASA Team Leader;
- Maintain demographics on CASA cases and completes monthly statistical reports;
- Perform job functions in accordance with state and national standards.

Benefits

- Health Insurance: up to \$350 reimbursement
- Supplemental insurance by payroll deduction
- Retirement option through Simple IRA with up to 3% match
- Paid Time Off
- Holidays
- Sick leave
- Leave of absence, funeral leave, and parental/family and medical leave

Children's Advocacy Network is an equal opportunity employer and seeks a diverse applicant pool.

If you are dedicated to empowering the futures of children, families, and communities and believe in changing despair into hope, we want you to become part of our mission. The Children's Advocacy Network wants you to join our unique, service oriented company culture that provides the opportunity for professional growth, leadership opportunities, and teamwork.

To apply, send your resume, cover letter, and three references to volunteer@childrensadvocacy.net or send by mail to the following address:

CHILDREN'S ADVOCACY NETWORK
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