



## Norfolk CASA, Inc.

Job Opening: Advocate Manager (Part-time OR Full-time)

Job Starts: 11/16/2021

*Norfolk CASA's mission is to support and promote court appointed volunteer advocacy so that every child can be safe from harm, establish permanency and have the opportunity to thrive.* The Advocate Manager will be a responsible team player in community outreach and volunteer recruitment efforts. They will also assist in screening, training, and supervising volunteer advocates working with abused and neglected children. The Advocate Manager reports to the Lead Advocate Manager and works closely with all staff and volunteers in regard to outreach, recruitment, case management, and training.

### Duties and Responsibilities:

- Outreach and volunteer recruitment efforts, including public speaking at community events and information sessions
- Assist in screening, interviewing, and selecting volunteer applicants
- Assist in coordinating and conducting pre-service and in-service training of volunteers
- Supervise Court Appointed Special Advocates as they investigate, monitor and report on court appointed cases of child abuse and neglect. This includes initial investigation and assessment of cases, coaching advocates and guiding them through court reporting, court attendance and investigations, as well as attending court hearings, planning meetings, and, in some cases, home visits
- Participate in planning and implementation of volunteer recognition events
- Complete annual volunteer evaluations
- Maintain all grant specific goals, objectives and timelines along with entering case, volunteer, and program statistics into the CASA Manager database.
- As directed, assist with other related projects and activities that will contribute to the mission of Norfolk CASA.

**Qualifications:** The position requires a bachelor's degree and experience in child advocacy and volunteer management or a combination of advocacy experience and training which provide the required knowledge, skills and abilities. Candidate must have a valid driver's license, ability to travel locally and pass all background checks. This position also requires the candidate to be flexible and available to work regular evening and occasional weekend hours.

Salary: \$17-19k (part-time, 20 hours/week) or \$36-38k (full-time, 40 hours/week).

About the organization: Founded as a non-profit organization on September 1, 2011 after 26 years of providing volunteer Court Appointed Special Advocates (CASA) to abused and neglected children under the authority of umbrella organizations; Norfolk CASA is honored to serve by the order of the judges of the Juvenile and Domestic Relations 4th District. Norfolk CASA recruits, trains, and places community volunteers onto cases of child abuse and neglect. As a proud, volunteer-fueled team, Norfolk CASA is driven by over 60 volunteers who serve as dedicated advocates for Norfolk's most abused and neglected children.

*In accordance with federal laws enforced by the U.S. Equal Employment Opportunity Commission, Norfolk CASA Inc. will not discriminate against employees or volunteers on the basis of an individual's race, color, gender identity, gender expression, religious beliefs, sexual orientation, national origin, age, or ability.*

How to apply: To apply, please submit a cover letter, resume, and contact information for three references to [norfolkcasa@norfolkcasa.com](mailto:norfolkcasa@norfolkcasa.com). Incomplete applications will not be considered.

Job Types: Part-time, Full-time

Pay: \$17,000.00 - \$19,000      \$36,000.00 - \$38,000.00 per year

Open until filled.

To find out more about Norfolk CASA visit us at [www.norfolkcasa.com](http://www.norfolkcasa.com) or find us on Facebook at Norfolk CASA.