



# Job Listings @ Area Businesses

## For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

**Job Title:** Advocacy Coordinator/Volunteer Supervisor

<b>Company:</b>	CASA	
<b>Contact:</b>		
<b>Job Location:</b>		
<b>Posting Date:</b>	01/16/2025	
<b>Closing Date:</b>	02/03/2025	
<b>Phone/Email:</b>	<a href="mailto:info@tlcchildrensservices.org">info@tlcchildrensservices.org</a>	
<b>Service/Product</b>		
<b>Hours/Week:</b>		<b>Shift:</b> Full-Time
<b>Salary:</b> hourly		<b>Benefits:</b> Yes
<b>Travel Necessary:</b>		<b>Relocation:</b>

### To Apply:

Applicant can send resume and/or letter of interest to [info@tlcchildrensservices.org](mailto:info@tlcchildrensservices.org) For assistance or more information, please contact Saketta Brown, OFTC Career Services, [sdbrown@oftc.edu](mailto:sdbrown@oftc.edu).

### Job Description:

The Advocacy Coordinator/Volunteer Supervisor provides professional staff support to CASA volunteers, ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. The Advocacy Coordinator/Volunteer Supervisor is responsible for volunteer supervision and coordination of cases.



Our mission is to provide trained and qualified community volunteers to advocate for the best interest of children and youth who are experiencing foster care. This position will serve children in Dublin/Laurens, Wrightsville/Johnson, Soperton/Treutlen, and Jeffersonville/Twiggs areas

## Essential Duties:

- Supervise CASA volunteers in their advocacy work on assigned cases.
- Review new cases and assign appropriate volunteers.
- Prepare and distribute assignment documentation.
- Help volunteers develop ongoing strategies for advocacy.
- Review and distribute volunteer court reports.
- Maintain case files in office.
- Attend court hearings and track court dates.
- Serve as liaison between the CASA program, local constituent groups and community organizations.
- Provide assistance and consultation for volunteers as needed and when requested,

## Requirements:

- Ability to work independently and as part of a team.
- Strong organizational and critical thinking skills.
- Passion for volunteerism and a commitment to our organization's mission

## Qualifications and Skills:

- Two years' experience required (volunteer or paid) in any of the following areas: social services, child advocacy, volunteer supervision, training, non-profit management, volunteer CASA or guardian ad litem, child welfare, education, mental health.
- The volunteer manager should have the following skills and experience:
- The ability to communicate with, supervise and empower volunteers to be effective in their role-experience with volunteers preferred.
- The ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference.
- Commitment to CASA program's goals and mission.