



Cleveland County CASA is seeking an Outreach Coordinator/Advocate Supervisor. This position would require approximately 40 hours/week. Some evening hours required.

Cleveland County CASA recruits, trains, and supervises community volunteers to serve as advocates in juvenile court for children who have been abused and neglected.

Duties

- Screen and interview prospective volunteers
- Manage caseload of up to 30 volunteers serving in McClain and Garvin counties
- Manage the Cleveland County CASA satellite office
- Present volunteer training sessions
- Provide volunteer supervision
- Assist in program development and activities
- Work with other professionals in the child welfare system
- Help prepare reports to the court
- Coordinate, document, and facilitate cases until their resolution

Qualifications

- Bachelor's degree in social service-related field or 3 years experience in volunteer coordination/social services
- Ability to communicate with, supervise, and empower volunteers to be effective in their roles – experience with volunteers given preference
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect – experience working with such families given preference
- Must pass appropriate background checks

Desired Experience/Skills

- Excellent written and verbal communication skills, including public speaking to large groups
- Conflict resolution
- Coordination, facilitation, and consensus building skills
- Demonstrated ability to work with diverse volunteer groups
- Strong active listening
- Ability to remain organized, handle many tasks at once and perform well under stress
- Ability to establish and maintain effective working relationships with individuals and groups from all walks of life in a manner that inspires respect and confidence

How to Apply

Please submit a cover letter, resume, and three references by email to CASA@clevelandcountycasa.org, by fax to (405) 360-7014, or by mail at 1650 W Tecumseh Rd, Suite 400, Norman, OK 73069

Cleveland County CASA, Inc. is an equal opportunity employer.