

Staff Child Advocate/Administrative Assistant – JOB DESCRIPTION

Position: Staff Child Advocate/Administrative Assistant
Hours: Up to 20 hours per week
Salary: \$13.00 per hour
Supervisor: Pulaski County CASA Program Director

GENERAL:

The Staff Child Advocate/Administrative Assistant will complete CASA training, a background check, and represent the best interest of abused and neglected children under the supervision of the Program Director. Staff Advocate/Administrative Assistant will complete office duties as requested by Program Director. Up to 18 hours per week will be spent on direct child advocacy and up to two hours per week will be spent on office administration as needed by director. Please note that is a contract employee position and is funded by grants. Grant funding may vary from year to year and may affect the total number of hours and hourly wage of this position. This position is not entitled to benefits from the Pulaski County CASA Office or Pulaski County Government.

RESPONSIBILITIES:

Administrative:

- Complete CASA training and participate and assist in all training and continuing educational opportunities.
- Serve as an Officer of the Court by taking the oath.
- Disclose any conflicts of interest upon receiving a case to the Program Director.
- Maintain detailed files for each case in Optima.
- Attend all staff meetings and conferences requested by the Program Director.
- Assist Program Director with office duties, events, and volunteer training as needed.
- Update the program's social media page as needed.
- Administer the One Simple Wish grant program.
- The ability to lift up to 25 pounds.
- Follow strict confidentiality requirements.

Case Responsibilities:

- Complete an extensive, independent review of each case assigned.
- Meet face-to-face with the child at least once a month, preferably bi-monthly.
- The ability to do in-home placement inspections and visits.
- Review appropriate records and reports.
- Attend all court hearings, case conferences, and Child, Family Team Meetings.
- Complete written reports to the court approved by the Program Director at least ten days prior to court hearings.
- Follow strict confidentiality requirements.

QUALIFICATIONS:

- *Pass Required Background Check:* Must be able to pass required background check and re-checks as required by the State of Indiana CASA Program and Pulaski County CASA.
- *Educational Experience:* A 2-year degree in a human service field or equivalent experience is preferred but not required.
- *Passion:* Strong belief in agency's mission and concern for abused and neglected children. Ability to represent the best interest of the child even if others disagree.
- *Organizational Skills:* Ability to work alone and self-directed. Ability to manage time and complex tasks while balancing multiple cases and deadlines.
- *Communication Skills:* Strong written and verbal skills; comfort with speaking in court and at case conferences on the behalf of the child's best interest. Ability to talk with a variety of people; including professionals, parents, and children.
- *Physical:* Must be able to stand for short periods of time. Must be able to enter homes that may not be handicap accessible. Must be able to lift 25 pounds.
- *Teamwork and Collaboration:* Ability to work as a team with all parties in a case for the best interest of the child, focusing on a strength based approach.
- *Transportation:* Must have reliable transportation as some travel is required within the state of Indiana.
- *21 Years of age or older:* National CASA Standards require all applicants be at least 21 years of age or older.