

ADVOCACY ASSISTANT

Reports to: Advocacy Coordinators

FLSA Status: Exempt

Hours: Full Time

Salary: \$15 to \$17 per hour, based on experience

OUR MISSION

Training, empowering, and inspiring volunteer advocates to improve the lives of abused and neglected children.

OUR VISION

To provide a CASA Volunteer to every child in foster care who needs one.

OUR CORE VALUES

Diligence, Service, Inclusivity, Tenacity, Collaboration, Courage, Innovation

OUR CULTURE

We are ONE team. CASA creates a supportive, inclusive, and flexible environment where everyone feels trusted, valued, and respected.

We are DRIVEN toward progress and growth. CASA is visionary, courageous, and outcome focused. High value is placed on personal and professional development, and we embrace the process of change by learning from our mistakes and constantly evolving.

Our VOICE is independent and impactful. CASA provides critical and transformative resources, recommendations, and solutions. Empowering volunteers ensures children involved in the child welfare system have a dedicated, passionate, and powerful voice advocating for their best interest.

POSITION PURPOSE

The Advocacy Assistant supports program-administrative functions for volunteers and advocacy staff by providing professional level planning, organizing, and monitoring of advocacy department administrative functions, processes, and resources pertinent to CASA for Douglas County's overall mission and operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

Data and Document Management

- Examines and processes confidential child welfare and court documents
- Manages data specific to children and families appointed to CASA for Douglas County
- Searches/identifies and summarizes pertinent data from program records
- Manages current and archived data, files, records and documents from electronic databases

Advocacy Support and Coordination

- Summarizes and prepares reports for case matching
- Creates forms to assist others in collecting and presenting information for decision making
- Coordinates interagency communication
- Fosters relationships with local agencies
- Participates in strategic planning
- Assists with special events

Advocacy Reporting and Evaluation

- Analyzes relevant data in conjunction with the Advocacy Coordinators
- Ensures accurate data reporting in relation to data management system and additional tracking methods
- Provides input on current processes to ensure efficiency and clarity of role
- Assist Advocacy Coordinators in case evaluations

Professional and Personal Development

- Ongoing training in child welfare and court processes
- Participates in agency committees, when available

Other duties as assigned

QUALIFICATIONS & SKILLS

- Minimum High School Diploma or GED
- Preferred: Child welfare or juvenile court experience and/or non-profit experience
- Exceptional oral and written communication skills
- Independent decision making within the scope and responsibility of the position
- Ability to manage and organize multiple priority tasks
- Strong networking and relationship building skills and demonstrated commitment to collaboration
- Self-starter with exceptional organizational skills and personal time management
- Computer skills including knowledge of Microsoft Office.
- Ability to summarize technical data
- Understand and apply instructions and program-administrative policies and directives
- Learn organizational structure, policies and procedures, and mission.
- Must pass background checks (Criminal, Sex Offender Registry, DHHS Registry)
- Must have valid driver's license.

BENEFITS

- Flexible work schedule
- Flexible PTO
- Health, dental, and vision insurance
- Supplemental insurance available
- Retirement plan
- Parental leave & infant-to-work policy
- Mileage reimbursement
- Professional development opportunities

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

CASA for Douglas County honors the dignity and value of all people, experiences, and perspectives. CASA for Douglas County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, age, sex, gender, pregnancy, national origin or ancestry, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, political affiliation, disability, or any other characteristic protected by law.

HOW TO APPLY

Please email your cover letter and resume to Deanna Wagner, Advocacy Coordinator, dwagner@casaomaha.org.