

Job Title	Advocacy Coordinator
Employer/ Agency	Child Advocates, Inc.
Job Description	<p>Key Duties:</p> <ul style="list-style-type: none"> • Supervise court appointed volunteers to provide ad litem services to abused and neglected children in court system • Effectively manage active caseload, participate in case staffings, and adhere to CAI standards for program caseload management. • Attend and participate as speaker at Advocacy training sessions, as needed. • Interface professionally and effectively with courts and representatives and employees of various social services agencies and other community organizations as needed for case management, community and other functions related to the organization's overall goals and mission.
Qualifications	<p>Requirements:</p> <ul style="list-style-type: none"> • Minimum of two years case management experience in social services field, working with abused and neglected children and their families, and the courts • Bachelors in social work, psychology, sociology, or related field • Strong preference for previous experience training and managing volunteers in long-term setting • Demonstrated advocacy skills • Demonstrated ability to work effectively with diverse client population • Proven ability to motivate and manage others • Demonstrated written and oral presentation skills and ability to communicate effectively with diverse audiences • Strong verbal and written communication skills • Proficiency in Microsoft Office • Must be available to work intermittent evenings and weekends • Must have personal car, current TDL and auto liability insurance • Spanish proficiency a plus but not required
Salary/Hours	Salary is competitive for the market and TBD according to background and relevant experience / full time hours
Employer/Agency	Child Advocates, Inc.
Address	3701 Kirby Drive #400
City, State, Zip	Houston, Texas 77098
Contact Person	Joanna Cramer

Contact Title	Human Resources Manager
Telephone Number	713-529-1396
Fax Number	713-529-4150
Email Address	hr@childadvocates.org
Application Method	Via email to: hr@childadvocates.org
Opening Date	June 8, 2017

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.