

Job Title	Advocacy Coordinator
Employer/ Agency	Child Advocates, Inc.
Job Description	<p>Job Summary:</p> <p>The Advocacy Coordinator is responsible for the execution and oversight of the organization’s advocacy initiative serving children in custody of the Department of Family Protective Services in Harris County, Texas. This involves case management, including direct contact with children, caregivers and family members; appearance at court hearings and case-related meetings; active involvement in medical and educational advocacy; preparation of court reports and recommendations; and, documentation and other administrative tasks. The Advocacy Coordinator also supervises a team of volunteers serving as court appointed guardian ad litem on some or all assigned cases and represent a key tenet of the organization’s mission.</p> <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Provide advocacy, support, and coordination of services to children and youth in care of Child Protective Services (minimum of 24 cases, not to exceed supervision of 30 volunteers or 45 cases). • Collaborate and network with a broad base of stakeholders, including local schools, community-based organizations, child welfare agencies, and physical or mental health providers to ensure appropriate services for children. • Support and mentor court advocate volunteers, providing guidance and direction, including: <ul style="list-style-type: none"> ○ participating in case staffings; ○ attending court hearings; ○ assisting in preparation of court reports; ○ visiting children; and, ○ contacting stakeholders. • Work and manage cases when volunteers are not available. • Maintain complete, accurate and timely case notes for all cases under your supervision, utilizing the organization’s case management system. • Ensure reports and evaluations are clear and concise, adhere to established timelines and standards, and include appropriate recommendations based on standards for risk assessment. • Ensure your work and your volunteers’ work meets or exceeds the organization’s minimum standards for casework and documentation. • Participate in volunteer training and continuing education as a presenter, facilitator and mentor. • Participate in continuing education opportunities relevant to your professional development. • Recognize volunteer contributions and develop strong professional relationships with team of volunteers ensuring volunteer remain engaged long-term.

Qualifications	<ul style="list-style-type: none"> • Minimum 2 years' experience working with children and families in a case management capacity. • Experience training, mentoring and supervising staff; strong preference for experience coordinating volunteers serving in long-term capacity. • Proficiency in MS Office Windows environment, including Outlook, Teams, Sharepoint, Word, and Excel. • Bachelor's degree in social work or related field; MSW strongly preferred.
Salary/Hours	Hiring Range: \$42,000 - \$49,000 Classification: Full-time, Exempt Position
Employer/Agency	Child Advocates, Inc.
Address	3701 Kirby Drive, Suite 400
City, State, Zip	Houston, Texas 77098
Contact Person	Elizabeth Greer
Contact Title	Finance & Operations Director
Telephone Number	713-529-1396, ext 228
Fax Number	713-529-1390
Email Address	Elizabeth.greer@childadvocates.org
Application Method	Click on the link to apply: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f629795e-31fb-425d-8f7b-392b4e35afc7&ccId=19000101_000001&lang=en_US
Opening Date	Immediate

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