



February 28, 2025

**Job Posting:**

**CASA Volunteer Advocate Team Leader- Residential Facility Liaison**

**Program:** CASA

**Reports to:** Director of Advocacy

**Effective Date:** February 2025

**About CASA**

Court Appointed Special Advocates (CASA) Nashville is committed to advocating for abused and neglected children in Davidson County Juvenile Court. Our mission is to ensure that every child we serve is safe, has a permanent home, and the opportunity to thrive. We train and support volunteer advocates to speak up for the best interests of these children in the courtroom and community.

**Position Overview**

We are seeking a passionate and experienced **CASA Volunteer Advocate Team Leader** to also serve as our Residential Facility Liaison. This role is responsible for supervising, coaching, training and developing CASA Volunteer Advocates, as well providing/overseeing the advocacy for youth CASA Nashville serves who are placed in residential facilities across the state of TN. You will be a key player in ensuring advocacy efforts are effective, trauma-informed, and culturally competent, while supporting family reunification when possible.

**Key Responsibilities**

- Lead and supervise a team of up to 30 Volunteer Advocates, providing ongoing coaching, mentoring, and professional development to ensure advocacy aligns with CASA Standards and prioritizes the child's best interests.
- Serve as agency representative in maintaining relationships with agencies working with adolescents throughout Tennessee, bringing new information, resources and partnerships to the Program Team.
- Maintain regular, effective communication with residential facilities and community partners serving CASA's adolescents.
- Maintain a caseload of staff-monitored cases for the agency and assign Volunteer Advocates to cases when appropriate.
- Travel at least quarterly to residential facilities within Tennessee to visit assigned adolescents within own caseload.
- Support Volunteer Advocates in promoting children centered/family focused advocacy in preventing children and youth from entering state's custody by preserving family units and kinship bonds. Ensures that advocacy efforts are non-biased, strengths-based and trauma informed best practices.
- Support Volunteer Advocates in maintaining monthly contact with caregivers and children via telephone, home visits, or office visits as determined by the needs of the family and ensure all volunteer contacts with families are documented in CASA Nashville's online records database.
- Lead monthly team meetings with Volunteer Advocates to review case progress, share best practices, address challenges, and ensure alignment with CASA's mission and standards.
- Accompany Volunteer Advocates to court hearings and related case meetings, providing support, coaching, and empowerment to advocate effectively for the child's best interest.

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- Represent CASA in court when a Volunteer Advocate cannot be present and ensure that necessary reports are submitted in a timely manner.
- Participate in monthly supervision with the Director of Advocacy. Attend program team meetings, staff meetings, and other relevant meetings to discuss volunteer or case needs, and keep leadership informed of program activities.
- Facilitates and participates in Pre-Service Training for potential CASA Volunteer Advocates as needed (typically held outside normal business hours).
- Assist with compiling information for reporting monthly for all grants and funders.
- Assist with overall agency activities as needed or required.
- Engage in at least 12 hours of relevant professional development annually, and attend workshops, trainings, and conferences relevant to CASA.
- Reliable transportation required.
- Other duties as assigned.

### **Qualifications:**

- Bachelor's degree in Social Work, a related field, or 5+ years of relevant experience.
- Experience in juvenile justice, child welfare, or related areas preferred.
- Proven supervisory or volunteer management experience.
- Excellent communication skills, both verbal and written, with the ability to work with diverse populations.
- Experience with trauma-informed practices and cultural competence is highly valued.

### **Benefits:**

- Salary range: \$55,000-\$60,000
- Generous employer-sponsored health insurance with low employee contributions.
- Dental & Vision Insurance and additional ancillary benefits offered.
- Flexible Work Schedule: Enjoy a balanced work-life environment with flexibility to work from home.
- Shortened Work Week: We offer a shortened work week to help maintain a healthy work-life balance.
- Positive Work Culture: Join a supportive and inclusive team that values your contribution and fosters professional growth.
- Paid Time Off: Generous PTO policy, including holidays, vacation, and sick days.
- Retirement Plan: Prepare for the future with a robust retirement savings plan with employer match.
- This position is not covered by federal funding.

### **Why CASA?**

At CASA Nashville, we are passionate about advocating for children and families in need. We offer a dynamic, rewarding work environment where every team member plays a critical role in making a positive impact. If you are a compassionate leader with a desire to serve, we would love to hear from you!

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**Application Instructions**

To apply, please submit your resume and cover letter by emailing them to [casa@casanashville.org](mailto:casa@casanashville.org) by March 31, 2025. CASA Nashville is an equal opportunity employer, and we encourage candidates from all backgrounds to apply.

CASA Nashville provides an environment that is both empowering and collaborative. Join us in making a difference in the lives of children and families in our community!

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