

Job Title	Advocacy Coordinator / Advocacy Coordinator Bilingual
Employer/ Agency	Child Advocates, Inc.
Job Description	<p>Job Summary: 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 (not to exceed 24 cases/families and 24 volunteers).• 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 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. <p>Essential Skills:</p> <ul style="list-style-type: none">• Demonstrated ability to work effectively with a diverse population and different types of personalities.• Effective written and oral communication skills.

	<ul style="list-style-type: none"> • Effective time-management, multi-tasking and prioritization skills. • Demonstrated ability to maintain confidentiality and exercise discretion. <p>Other Work Conditions:</p> <ul style="list-style-type: none"> • Must be able to sit at a computer for extended periods of time. • Must have a valid Texas driver’s license, personal automobile, and auto insurance. • Must work non-routine hours as needed to attend court, child visits and meetings; participate in volunteer training; and accommodate volunteer and client schedules and needs.
Qualifications	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor’s degree in social work or related field. • 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. • <i>For the Advocacy Coordinator Bilingual roles, candidates MUST speak Spanish and English.</i>
Salary/Hours	<p>Compensation and Benefits:</p> <ul style="list-style-type: none"> • Salary range between \$52,000 to \$55,000, with the final offer contingent on the candidate’s experience, bilingual abilities, and having an MSW or a similar degree. • Medical, prescription drug, dental, vision, life, disability (short-term and long-term) insurances • Flexible spending account • Vacation, holiday and sick leave • 401(k) Plan
Address	3701 Kirby Dr #400
City, State, Zip	Houston, TX 77098
Contact Person	Farah Hashim
Telephone Number	713-529-1396
Email Address	hr@childadvocates.org
Application Method	Please visit the Child Advocates careers page at childadvocates.org/careers and click on apply.
Opening Date	Immediately

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.

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