

CASA Intern Job Description

Purpose

Through advocacy and mentorship, the Athens Oconee Court Appointed Special Advocates (CASA) organization empowers community members to stand up for a foster child and champion their rights in court. CASA recruits, trains and provides ongoing support to community volunteers serving as officers of the court to advocate for the best interests of abused and neglected children in the foster care system. Through sustained, personal attention, CASA creates positive change in children's lives, providing children with hope, stability and opportunities to thrive in preparation for healthy, productive adult lives. More information can be found at www.athensoconeeCasa.org.

Environment:

The general office hours are from 9:00 am to 5:00 pm. However, this can vary each week according to what is on the CASA staff's calendar. Working independently and from home is sometime required if staff is not physically in the office. You may also be required to work special events outside of working hours. Inner city travel will also be a requirement.

Supplies/Skills/Requirements:

- Possess your own laptop with Microsoft Word, phone, and transportation
- Have the ability to work in a fast paced and changing environment. Be flexible to changes to daily scheduling and atmosphere.
- Have the ability to multitask
- Be punctual and reliable
- Must pass a comprehensive criminal background check including the child abuse registry.
- Satisfactory references
- Maintain Confidentiality
 - Distribute case information according to Athens-Oconee CASA guidelines
 - Ensure security of confidential material relating to a case
- Having the ability to work effectively individually or in a team setting.
- Have the ability to plan ahead, take initiative, and anticipate needs when oversight is not readily available.
- Having the ability to maintain professionalism in a variety of settings even when others are being less than professional.
- Be able to sit for long periods of time and lift at least 25 pounds.
- Demonstrate a follow-through on commitments, with accountability for own actions.
- Demonstrated objectivity and respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability or gender and experience working with culturally diverse populations.
- Excellent oral communication skills, including the ability to maintain objectivity, welcome feedback, calmly evaluate and make mindful, strategic decisions in emotionally-charged situations and in the absence of complete clarity.

- Other duties as assigned; by the Executive Director and Agency may be assigned from time to time; Athens Oconee CASA is a small non-profit organization requiring flexibility from its staff.

Responsibilities:

- Communicate in a timely fashion (respond to in office messages, phone calls, and emails same day even when not working internship hours).
- Attend and take clear and comprehensive notes at court hearings in Clarke and Oconee Courts
- Attend and take notes at Community Meetings and special CASA events such as the GA CASA Conference.
- Attend and take clear and comprehensive notes at DFCS meetings
- Attend and participate in organizational events such as fundraisers and social events
- Be responsible for facilitating and taking charge of your internship with your internship liaison and CASA staff. Know your own internship requirements prior to beginning internship with Athens Oconee CASA.
- Maintain organized, accurate and up-to-date physical and electronic case records in compliance with Agency protocols, HIPAA laws, and ensure data integrity for reporting needs.
- Attend and Participate in trainings -Ex: CASA training 30 hours to be completed during the beginning of the internship. Interns are required to attend and participate in CASA trainings. Interns taking a case after training is preferred but will vary based on the individual needs of the intern. Final decision will be made by the CASA staff.
- Moodle facilitate and organize participation, facilitate online discussions on Moodle, set up and break down, facilitate, engage with other participants, staff, and guest speakers to keep the content moving during class, have the ability to objectively evaluate other training participants with CASA staff,
- Engage in community relations for the purposes of recruitment and donor relations.
 - Have the ability to call businesses and organizations for donations of food and supplies.
 - Go out into the community to promote training and other CASA events through flyers and verbal communication.
 - Display a willingness and drive to promote CASA's mission to the community.
 - Display initiative in reaching out to a variety of organization.
 - Bring creative ideas to the team on how to expand the above items.

Attire:

- Business Casual (in office and at meetings)