

Job Opening:	Full-Time: Court Advocacy Specialist
Employer/ Agency	Child Advocates of Fort Bend, Inc. - Non-profit www.cafb.org We are seeking a Court Advocacy Specialist to support and supervise CASA Volunteers who advocate for children in foster care. In this role, you will ensure that every child in CPS custody is assigned a trained volunteer who represents their best interests in court and throughout their time in the child welfare system. CASA (Court Appointed Special Advocates) recruits, trains, and supervises community volunteers who are appointed by judges to serve as Guardians ad Litem for children in foster care. Volunteers complete 40 hours of pre-service training and 12 hours of continuing education annually. Each volunteer is assigned to one child or sibling group and remains on the cases until it closes, providing consistent, one-to-one advocacy. Our CASA program serves approximately 250–300 children each year, from newborns to young adults. Volunteers meet regularly with the child and collaborate with teachers, medical providers, foster and biological families, and other key individuals involved in the child’s life. They prepare written court reports and provide recommendations to judges to support the child’s safety, stability, and well-being. Through strong supervision, relationship-building, and quality oversight, the Court Advocacy Specialist helps ensure positive outcomes for children, including greater placement stability, shorter time in foster care, and better preparation for adulthood.
Job Description	<u>Advocates & Casework</u> • Supervise up to 30 advocates / 45 cases • Provide coaching, case guidance, court prep, and performance evaluations • Monitor case activity and ensure policy compliance • Attend court and emergency hearings • Serve as liaison with advocates and DFPS • Review court reports and notify advocates of hearings • Maintain case files and CASA standards compliance <u>Volunteer Training</u> • Assist with pre-service and in-service training design • Participate in quarterly training • Providing training support to other CASA programs <u>Collaboration & Outreach</u> • Support community outreach and public awareness • Coordinate with key community stakeholders <u>Financial & Records</u> • Assist with grant outcome reporting • Track and measure program effectiveness <u>Program Activities</u> • Attending conferences, workshops, and staff meetings • Support program planning, implementation, and evaluation

	• Serve on committees and task forces <u>Strategic & Operational Planning</u> • Assist with long-range and annual operational planning
Qualifications	• Bachelor's degree in Social Services or related field • Minimum 3 years' experience working with children and adolescents • Strong project management skills • Ability to work independently • Experience working with diverse cultural and ethnic populations • Highly organized and detail-oriented • Proficient in computers and program-related software • Ability to develop and design programs for advocates and children/youth • Ability to evaluate program effectiveness
Hours	Monday-Thursday: 9:00a-6:00p Friday: 9a-12p <i>Ability to work some evenings and weekends as needed</i> Participates in the CASA
Address	5403 Avenue N Rosenberg, TX 77471 <i>[15 mins from Sugarland Town Square- 26 mins from LaCenterra]</i>
Benefits:	• Competitive Pay • Health Insurance • 401(k) Option • Professional Development Training • Half Day Every Friday • Best Place to Work Award Recipient
Contact Person	https://www.cafb.org/wp-content/uploads/2026/02/CAFB-Employment-Application-Fillable-2026.pdf
Email	kbanks@cafb.org
Application Method	Apply Online: https://www.cafb.org/wp-content/uploads/2026/02/CAFB-Employment-Application-Fillable-2026.pdf Send cover letter and resume to HRRM@cafb.org
Closing Date	Immediately

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