



# STATE OF ILLINOIS

## 17<sup>th</sup> Judicial Circuit

### Winnebago-Boone Counties

**Debbie L. Jarvis**  
Director, Department of Court Services

#### POSITION ANNOUNCEMENT ADVOCATE FACILITATOR

#### Department

Winnebago County Juvenile Probation Division  
Court Services Department - CASA Program

Posting Date: 2/23/2024

Closing Date: Until Filled

#### Job Title

ADVOCATE FACILITATOR

**Hours:** To Be Discussed at Interview

#### Job Responsibilities

- This position provides assistance to the volunteer advocates that represent children who have experienced abuse and neglect.
- Primarily, the duties involve case management, support of the CASA volunteers with their cases, and some clerical/secretarial duties.
- Specific responsibilities will be discussed at the interview.

#### Location

CASA Office  
211 S. Court Street, Suite 258  
Rockford, IL 61101

#### Salary

\$45,328

#### Job Requirements

- Bachelor's Degree required
- Computer experience necessary
- Writing skills necessary
- Experience working with volunteers preferred
- Must be a resident of the State of Illinois within 90 days of hiring, unless approved  
Must be approved by AOIC and placed on their hiring list. Go to:  
<http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment>

#### Send Resume to:

Amber Johnson, Program Director  
Winnebago County CASA Program  
211 S. Court Street, Suite 258  
Rockford, IL 61101  
[casaaamber@Wincoil.us](mailto:casaaamber@Wincoil.us)