



CASA of Harrison and Stone Counties Advocate Supervisor Job Description

Position Title: Advocate Supervisor

Reports To: Executive Director

Summary

The Advocate Supervisor position is to provide professional staff support to CASA volunteers ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. The Advocate Supervisor is responsible for recruitment, training, and the supervision of volunteers.

Essential Functions

The list of essential functions, as outlined herein, is intended to be representative of the tasks to be performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Volunteer Supervision

- Supervises a dependency case load of volunteers. Responsible for: assigning cases to volunteers, developing case plans with volunteers, updating files, and updating case information into the case management database.
- Maintains frequent contact (at least once weekly) with each assigned volunteer and documents all contacts.
- Coordinates and facilitates volunteer supervision meetings.
- Provides support to volunteers, as needed (including after-hours support in urgent situations).
- Attends dependency courtroom proceedings at assigned rotation and records and inputs hearing details/case information.
- Assists volunteers with drafting and reviewing court reports with appropriate case recommendations.
- Provides liaison between program and professional community, facilitating communication between agencies and volunteers.
- Provides regular reports to Executive Director on case/volunteer activity.
- Provides verbal, and/or written recognition of volunteers' contributions and assists with coordinating volunteer support/recognition activities.

Program Activities

- Assists in volunteer appreciation/retention events, as needed.
- Assists with volunteer onboarding and screening, as needed.
- Assists with pre-service and in-service trainings, as needed.
- Completes any other duties as assigned by the Executive Director.

Qualifications

The ideal candidate will possess the following education, skills and/or experience:

- Minimum of a bachelor's degree in a social service-related field.
- Minimum of four years supervisory experience in a nonprofit or social service organization.
- Ability to relate positively and with self-confidence and equanimity to judges, lawyers, social workers, foster parents, agency personnel and children.
- Excellent oral and written communication skills with emphasis on writing and editing.
- Ability to work independently, balancing diverse program tasks and needs, while exercising professional discretion and sound judgment.
- Computer experience including Microsoft Word, Excel and database software
- Knowledge of the child welfare and juvenile justice systems as well as an understanding of the dynamics of child abuse and neglect.
- Familiarity with local community resources and services.
- Ability to deal with a variety of emotionally charged situations in an effective, diplomatic manner.



- Demonstrated respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender.
- Ability to work some flexible hours.

CASA of Harrison and Stone Counties promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don't discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.