

CASA of McLennan County

Job Description

Job Title: Advocate Supervisor

Reports To: Executive Director

FLSA Status: Exempt

Compensation:

\$35,000 - \$38,000

100% employee health insurance paid by CASA

Paid PTO, Sick Time & Holidays

General Summary:

The Advocate Supervisor will motivate, empower, guide and supervise CASA volunteers as they advocate in the best interest of abused and neglected children in protective care. Additionally, the Advocate Supervisor will ensure that the mission of CASA of McLennan County is carried out.

Knowledge, Skills and Experience

1. *Education*
 - A minimum of a Bachelor's degree in Social Work or a related field
 - Or, at least 2 years of experience with a CASA program or in a similar position with Child Protective Services or other child welfare agency (If a college degree has not been completed, a writing sample may be requested.)
 - Master's Degree in Social Work or related field is preferred
2. *Critical areas of qualifications include the following:*
 - Experience in providing staff or volunteer supervision and ability to manage people
 - Understanding of child and family advocacy issues that include child placement options, therapeutic intervention/ assessment/ needs for children and families, legal intervention and rights regarding children and families, permanency planning, adoption issues and systems, advocacy in child protection cases and in social, medical and mental health fields
 - The ability to concisely and clearly identify permanency planning issues for children and provide effective advocacy to move a case through the system
 - The ability to work under time constraints, be goal-orientated and maintain productive and effective performance and interaction with the Advocates and clients
 - Strong interpersonal skills
3. *Spanish/English fluency is considered an advantage*
4. *Applicant must pass program required background checks*

Essential Responsibilities and Duties

1. *Supervises Advocates in their role as "Court Appointed Special Advocates" (CASA) for the children to whom CASA of McLennan County is appointed.*
 - Supervises no more than 25 volunteer advocates and a maximum of 30 cases/family groups. Caseloads and numbers of volunteers supervised will be reduced proportionately for employees working in this position on a less than full-time basis

or based on tenure/experience level. Added duties beyond the supervision of the volunteers will result in the reduction of the caseload size.

- Attends and participates in staff and case-related meetings including, but not limited to, Permanency Conferences, Treatment Meetings, and Family Group Conferences
 - Attends and participates in all related court hearings, providing assistance and supervision of Advocate court reports, court attendance and testimony
 - Provides to the Advocate information and professional contacts regarding community resources and placements
 - Participates in placement selections by reading home placement studies and consulting as decisions are made
 - Assists the Advocate in identifying permanency planning issues for children while steadily moving the case forward toward the goal of a safe and permanent placement.
2. *Provide informed and consistent guidance to Advocates as well as encouragement and praise*
 - Provides timely notification of staffings, meetings, and court hearings to Advocates
 - Provides guidance, assistance and review of Advocate reports to the court
 - Participates in and assists with new Advocate training and Advocate continuing education, as needed
 - Provides consistent contact in the process of maintaining and fostering relationships with the Advocate, clients and other professionals in legal, social welfare, educational and therapeutic areas/organizations
 - Enhances the opportunity for retention of the Advocate for other cases, by coaching new skills and providing quality support
 3. *Ensures the high standard of performance of services of CASA of McLennan County*
 - Participates in regular and periodic supervision with the Executive Director
 - Supports other Supervisors when they are out of office for sick or personal leave, by providing backup case coverage
 - Maintains accurate and complete client case records
 - Maintains accurate case and Advocate statistical data according to state and national standards for CASA
 - Maintains professional, organized environment
 - Assists with office and program demands as needed
 - Attends and participates in continuing education opportunities
 - Assists with program development and evaluation as needed by Executive Director

Other Responsibilities

1. *Assists with recruitment efforts and events*
2. *Assists with fund-raising events*
3. *Attends and participates in community meetings as needed by Executive Director*

Physical Requirements and Work Environment

The Advocate Supervisor will be expected to have daily transportation to attend court hearings, staffings, visitations, fundraising events, etc. The position requires a flexible schedule as visits with Advocates may occur in the evenings or on weekends. The Supervisor will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the Supervisor may spend several hours of each day seated. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.