



Job Title: Advocate Supervisor

Reports To: Program Director

FLSA Status: Exempt

General Summary

The Advocate Supervisor believes in and promotes CASA's mission and acts in accordance with program policies and procedures. Reporting to the Program Director, the Advocate Supervisor is a member of the agency's advocacy team. The Advocate Supervisor is responsible for motivating, coaching, and supervising Volunteers as they provide best-interest advocacy for children in foster care. Furthermore, the Advocate Supervisor utilizes a trauma-informed, strengths-based approach in their work.

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 managing and supervising staff and/or volunteers
- An understanding of child and family advocacy issues within the Child Protection System
- An ability to concisely and clearly identify permanency planning concerns for children and provide best-interest advocacy
- An ability to work under time constraints, be goal-oriented, and maintain productive and effective performance and interaction with staff, volunteers, clients, and other professionals

3. Spanish/English fluency is considered an advantage

4. Applicant must pass program required background checks



Essential Responsibilities and Duties

- Manages a caseload of no more than 25 Volunteer Advocates and a maximum of 30 cases/family groups. Ensures that all case-related responsibilities are met while CASA is appointed. Responsibilities include, but are not limited to: supervising volunteer advocates; attending and participating in staff and case-related meetings; attending and participating in all related court hearings; participating in regular supervision with the Program Director; maintaining accurate and complete client case records; and providing case coverage for other Supervisors when they are out of office for sick or personal leave.

Other Responsibilities

1. Assists with recruitment efforts and events
2. Assists with fundraising events
3. Attends and participates in community meetings as needed by Program 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 Advocate 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 Advocate 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.