



CASA of the Gateway Region, Inc.

Advocate Supervisor Job Description

GENERAL DESCRIPTION:

The Advocate Supervisor provides professional staff support to CASA volunteers, ensuring that children involved with the CASA program receive advocacy and permanency planning. The Advocacy Supervisor is responsible for volunteer supervision and coordination of cases.

QUALIFICATIONS:

The Advocate Supervisor should have the following skills and experience:

- Bachelor's degree in social service-related field or equivalent combination of education and experience
- The ability to communicate with, supervise and empower volunteers to be effective in their roles—experience with volunteers preferred
- The ability to work cooperatively with different types of personalities
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference
- Commitment to CASA of the Gateway Region's Mission, Values, Vision, and Guiding Principles

ACCOUNTABILITY:

The Advocate Supervisor reports directly to the Executive Director, who is responsible for his/her performance evaluations. The Advocate Supervisor must have the ability to work well without direct supervision.

RESPONSIBILITIES:

- Complete CASA perservice volunteer training
- Adhere to all CASA of the Gateway Region's Guiding Principles
- Assist in the recruiting, screening, interviewing and training of new volunteers
- Facilitate trainings for new volunteers
- Review new cases and assign appropriate volunteers, in consultation with the Executive Director
- Prepare and distribute assignment documentation
- Help develop initial case plans and ongoing strategies for advocacy
- Review and distribute volunteer court reports
- Maintain case files in office
- Attend court hearings and track court dates – this will include travel to all counties that CASA of the Gateway Region serves
- Provide assistance and consultation for volunteers as needed and when requested
- Participate in volunteer evaluations as assigned by the Executive Director
- Supervise up to 30 volunteers
- Attend staff meetings and assist in the evaluation of the program
- Assist with volunteer appreciation events
- Assist with fundraising events
- Provide office coverage as assigned by the Executive Director
- Complete work time sheets monthly
- Attend conferences/seminars/meetings as requested by the Executive Director
- Participate in performance evaluations of this position as directed by the Executive Director
- Ability to work a flexible schedule, this includes regular business hours and occasional evenings and weekends
- Other duties as may be assigned by the Executive Director

To apply for this position please email a cover letter, resume, and 5 professional references to beth.ellis@casagateway.org