



## Advocate Supervisor Job Description

<b>Job Title:</b>	Advocate Supervisor	<b>Position Type:</b>	Hourly/Non-Exempt
<b>Department/Group:</b>	Program/Reports to Program Leader or Executive Director	<b>Hours/Week</b>	Full Time: 40 Hours/Week
<b>Supervision Responsibility:</b>	Supervises volunteer Court Appointed Special Advocates	<b>Travel Required:</b>	Intermittent local travel, in or out of state travel 1-2 X/ per year for conferences
<b>Minimum Qualifications:</b>	Bachelor's Degree or Master's Degree in Social Science related field (preferred)	<b>Level/Salary Range</b>	Starting Range: \$15.00 - \$16.83 flex with experience  Health Reimbursement Arrangement provided (HRA)
<b>Date posted:</b>	July 21, 2020	<b>Posting Expires</b>	When filled
<b>Geographic Area:</b>	Eaton County		
<b>Mission:</b>	The mission of CASA for Kids, Inc. is to provide volunteer advocates to work independently for the best interests of each child of service coming within jurisdiction of the Barry, Eaton, & Ingham County Courts.		
<b>E-mail:</b> beckycarson@casaforkidsinc.org <b>Subject Line:</b> Advocate Supervisor Position			
<b>Mail:</b> CASA for Kids, Inc., Attn. Becky Carson, 3303 West Saginaw St., Ste. B-2, Lansing, MI 48917			
<b>General Description:</b> The Advocate Supervisor provides professional services to CASA volunteer advocates ensuring that children involved with the CASA program receive sound advocacy and timely permanency planning. The Advocate Supervisor is responsible for volunteer supervision, recruitment, retention, training and coordination of cases.			
<b>Required Skills, Knowledge/Personal Qualities:</b>			
<ol style="list-style-type: none"> <li>1. Knowledge and understanding of family dynamics related to child abuse and neglect. Experience within child welfare and the court system preferred.</li> <li>2. Ability to communicate with, recruit, supervise and empower volunteers to be effective in their roles. Experience with volunteers preferred.</li> <li>3. The ability to work collaboratively with different types of personalities.</li> <li>4. Commitment to the goals and mission of CASA for Kids.</li> </ol>			
<b>Duties/Responsibilities:</b>			
<ol style="list-style-type: none"> <li>A. Volunteer Supervision <ol style="list-style-type: none"> <li>1. Develop and implement plans for volunteer recruitment.</li> <li>2. Provide and/or oversee volunteer training.</li> </ol> </li> </ol>			

- a. Use established curriculum and procedures. Plan, implement, and evaluate participant-based training for new volunteers.
  - b. Conduct in-service meetings with CASA volunteers. Keep records of agendas, minutes, and attendance.
  3. Assign cases, review and approve monthly reports and court reports. Provide feedback on assignments through regular documented contact with volunteers.
  4. Advise and instruct volunteers regarding the child welfare and court process.
  5. Provide technical assistance, guidance, support, and information to volunteers.
  6. Complete written evaluations for all CASA volunteers and provide copies to Executive Director.
  7. Resolve casework or interpersonal problems with CASA volunteers and partners.
  8. Identify and use methods to recognize contributions of CASA volunteers.
- B. Case Management
1. Coordinate and retain required documentation on all CASA cases.
  2. Maintain all required records and documentation for volunteer files.
  3. Enter required information in CASA Manager Database to track volunteers and their casework.
  4. Initiate orders for assignment of volunteers to cases.
  5. Maintain collaborative partnerships with caseworkers and court personnel.
  6. Attend Family Team Meetings, court hearings, and maintain court calendar.
- C. Program Activities
1. Attend conferences and workshops for professional development of self and volunteers.
  2. Assist in community outreach about the mission of the CASA for Kids program.
  3. Work with other agencies to develop cooperative relationships and resolve problems.
  4. Identify and keep informed about available human service resources for children and families.
  5. Assist in arranging local media contacts and make presentations to increase public awareness for the CASA program.
  6. Other duties as may be assigned by the Executive Director or the Chairperson of the Board.
  7. Periodic travel as required to provide services, attend trainings, and attend events.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified, and may change at the discretion of the incumbent's manager/supervisor.

CASA is an Equal Opportunity Employer. I have received and reviewed the Advocate Supervisor Job Description and I certify that I am able to complete the essential functions of the job with or without accommodations.

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Signature

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Date