

Advocate Supervisor Job Description

Job Title:	Advocate Supervisor	Position Type:	Hourly/Non-Exempt
Department/Group:	Reports to Program Manager or Executive Director	Hours /Week	Part/Full Time: 40hr *Partial Remote Work Available*
Supervision Responsibility:	Supervises volunteer Court Appointed Special Advocates	Travel Required:	Weekly local travel within the counties with mileage reimbursement
Minimum Qualifications:	<ol style="list-style-type: none"> 1. 2-3 years of experience in an advocacy role within court systems 2. Bachelor's Degree (preferred) 3. Entry-level or project/case management experience (preferred) 	Salary & Benefits	Starting Range: \$19.00 - 21.00 Employer Paid Health Benefits Employer Paid Disability Employer Paid Life Insurance Compensatory Time Option
Date posted:	March 28, 2025	Posting Expires	April 28, 2025
Geographic Area:	Primary: Ingham County Secondary: Barry, Eaton & Surrounding Counties		
Mission:	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 the jurisdiction of the Barry, Eaton, & Ingham County Courts.		
E-mail: rachelswedburg@casaforkidsinc.org Subject Line: Advocate Supervisor Position Mail: CASA for Kids, Inc., Attn. Rachel Swedburg, 3303 West Saginaw St., Ste. B-2, Lansing, MI 48917			
General Description: 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.			

Required Skills, Knowledge/Personal Qualities:

1. Knowledge and understanding of family dynamics related to child abuse and neglect. Experience with advocating for vulnerable populations and navigating court systems is preferred.
2. Ability to communicate with, supervise, empower, motivate, and retain volunteers effectively in their roles. Experience with volunteer management or entry-level management is preferred.
3. The ability to work collaboratively with different types of personalities.
4. Commitment to the goals and mission of CASA for Kids.

Duties/Responsibilities:**A. Volunteer Management**

1. Assign cases, review, and approve monthly data documentation
2. Edit quarterly court reports and prepare volunteers for court testimony
3. Provide feedback through regular weekly documented contact with volunteers.
4. Advise and instruct volunteers regarding the child welfare and court system.
5. Provide technical assistance, guidance, support, and information to volunteers.
6. Complete written evaluations and skills development for all CASA volunteers and provide copies to the Program Manager.
7. Resolve casework or interpersonal problems with CASA volunteers and partners.
8. Support in volunteer training, recruitment, and retention efforts as appropriate.
9. Ensure volunteer appreciation, skills development, retention, and recognition through individualized efforts and collaboration with program staff.

B. Data Management

1. Coordinate and retain required documentation on all CASA cases.
2. Maintain all required records and documentation for volunteer files.
3. Enter the required information in the Program Database to track volunteers and their casework.
4. Initiate orders for the assignment of volunteers to cases.
5. Track all incoming cases for referral, waitlist, and assignment.
6. Maintain collaborative partnerships with caseworkers and court personnel.
7. Attend Family Team Meetings and court hearings, and maintain the 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. Other duties may be assigned by the Executive Director or the Chairperson of

the Board.

6. Weekly travel as required to provide services, attend training and attend events.

Individuals who do not adhere to the policies and procedures or who fail to perform their assignments satisfactorily are subject to corrective action up to and including dismissal. Individuals needing corrective action will be asked to adhere to an improvement plan. Dismissal of program staff and volunteers is within the discretion of the Executive Director.

CASA's personnel policies do not create a contractual relationship between an employee and CASA for Kids, Inc. Barry, Eaton & Ingham (CASA). All CASA employees are employed at the will of CASA, and either the employee or CASA may terminate the relationship at any time, with or without notice and with or without cause. (staff)

The above statements describe the general nature and level of work the people assigned to this classification perform. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. They 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 can complete the job's essential functions with or without accommodations.

Signature

Date

Rv. 3.21.2023