



Advocate Supervisor

Job Description

POSITION TITLE: Advocate Supervisor

RESPONSIBLE TO: Executive Director

The Advocate Supervisor provides professional staff support to CASA for up to 30 volunteers ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. The Advocate Supervisor is responsible for volunteer supervision and coordination of cases.

QUALIFICATIONS/SKILLS:

- Minimum of bachelor's degree in a social services related field; experience in training, volunteer supervision/management, child abuse and/or foster care may be substituted for education.
- Must be able to communicate with, supervise and empower volunteers to be effective in their roles. Individuals with experience with volunteer given preference.
- Must demonstrate an interest in children and their welfare; knowledge and understanding of issues and dynamics with families in crisis relating to child abuse and neglect given preference.
- Must possess interpersonal, organizational, supervisory, written and oral communication, conflict resolution, problem solving, leadership and computer/technology skills
- Must be able to work cooperatively with different types of personalities and respect people from various backgrounds and cultures in a sensitive and caring manner.
- Must be objective, open-minded and flexible.
- Must understand and obey the rules of confidentiality.
- Must pass a criminal background check consisting of a Social Security number verification, State, Local, and National criminal records checks, Child Abuse Registry check, and a National Sex Offender Registry check. Potential advocates must also submit three references.
- Must provide one's own transportation with proof of adequate liability coverage.
- Should be energetic, self-motivated, flexible, goal oriented, creative and resourceful. Most importantly, they should have a sense of mission to children's issues.
- Commitment to CASA of the 18th JDC's goals and mission.

DUTIES & RESPONSIBILITIES:

- Work with volunteers in order to achieve a safe and permanent home for children
- Maintain awareness and sensitivity to service population's cultural and socio-economic characteristics and integrate this into supervision of volunteers and child advocacy
- Communicate the role of the CASA program and CASA volunteer
- Complete CASA pre-service volunteer training & new employee training

- Assist with recruiting and training of new volunteer advocates
- Work collaboratively with volunteers for on-going strategies for advocacy
 - Maintain on-going communication with volunteers
 - Regularly staff cases with volunteers face to face.
 - Create Action Plans with volunteers regarding new case assignments
 - Attend Staffings, Family Team Conferences & all other pertinent social services meetings
 - Gather information pertaining to the cases
 - Observe family visitations
 - Attend home visits with volunteers
 - Help locate resources for children and families, including relative resources for placement.
- Accurately document all activities performed in your capacity as an Advocate Supervisor
 - Document case activity on each case.
 - File up-to-date documents received by court and collaterals in electronic case files.
- Complete monthly performance indicators based on volunteer reports.
- Develop and retain relationships with foster families, DCFS workers, and all parties related to the case
- Attend all court hearings and track court dates
 - Provide written and verbal testimony to the court
 - Collaborate with volunteers regarding written CASA court reports.
 - See that all parties involved receive a copy of CASA's court report.
 - Monitor judicial docket; manage case assignments.
- Daily track activities and complete TANF timesheets along with a weekly time sheet
- Prepare and participate in pre-service and in-service volunteer trainings.
- Actively staff cases with supervisors
- Actively recognize volunteer contributions and performance.
- Evaluate volunteer job performance yearly via National CASA evaluation process.
- Attend and participate in all required in-house meetings
- Attend conferences, seminars, and meetings as requested by the executive director
- Participate in performance evaluations of this position
- Other duties as assigned by your supervisor or executive director

CLASSIFICATION: Full-time, exempt employee

To apply:

Email cover letter, resume and three references to info@casa18jdc.org. Deadline to apply is Friday, May 10, 2024.