



Yolo County CASA is hiring for an Advocate Supervisor!

Join a well-established non-profit impacting the lives of vulnerable children and youth in our community. Yolo County CASA is an extraordinary organization with leadership that prioritizes the wellbeing of its employees and the empowerment of its volunteers to provide trauma-informed, child-centered advocacy. As an Advocate Supervisor, you will engage in meaningful and inspiring work encompassed by a great support network.

Position title: Advocate Supervisor

Position type: Full-time (37.5 hours/week); non-exempt

Work environment: This position is currently a hybrid of in-person and remote work. The office is located in Woodland, CA. You will also attend some court hearings in-person, as well as in-person case staffing and other meetings with community partners.

Salary: \$18-21 per hour, depending on experience

About Us: Yolo County CASA's mission is to advocate for abused and neglected children in the foster care system to ensure their voices are heard and their needs are met. We believe that every child who has experienced abuse or neglect deserves to have a dedicated advocate speaking up for their best interests in court, at school, and in our community. To accomplish this, we train and support court appointed volunteers to make independent and informed recommendations to help the judge decide what's best for the child.

Summary of what you will do: The Advocate Supervisor provides professional staff support to CASA volunteers ensuring the highest level of advocacy for children involved with the CASA program. The Advocate Supervisor is responsible for ongoing support, education and training of advocates; case management supervision and guidance; timely submission of all reports and documents; and compliance with stated indicators and standards.

Who you are: The ideal candidate will be passionate about Yolo County CASA's mission. Be at ease working independently, while also being skilled at working collaboratively with co-workers, volunteers, and community partners. Able to think creatively to problem-solve and resolve conflicts. Understand the effects of trauma and take a trauma-informed approach to working with vulnerable populations. Able to perform and remain calm in high-pressure and/or emotionally charged situations. Skilled at public speaking and comfortable facilitating interactive training sessions. Ability to change direction quickly to respond to urgent needs; ability to work in an environment with frequent interruptions. Good sense of humor, strong work and team ethic, highly motivated self-starter. Ability to motivate volunteers who may feel discouraged or overwhelmed. Must be able to engage and inspire others.

Qualifications:

- Bachelor's degree and 1 year experience in social services and/or volunteer coordination required; Master's degree and 2-3 years' experience preferred. An equivalent combination of education/experience may be substituted.
- Ability to communicate with, supervise, motivate, and empower advocates to be effective in their roles. Experience in the fields of child abuse, juvenile law or volunteer program management strongly preferred.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect. Experience working with such families given preference.
- Ability to work cooperatively and effectively with diverse populations, including but not limited to differences in socioeconomic background, culture, race, religion, sexual orientation, age, disability or gender.

- Strong ability to establish and maintain effective working relationships and collaboration with other CASA staff, board and community partners.
- Excellent oral and written communication and interviewing skills. Bi-lingual Spanish/English preferred.
- Willingness to work flexible hours, some evenings and weekends required.

Essential Roles and Responsibilities:

A. Advocate Training and Assignment

- Participate in advocate recruitment, screening and interviewing activities.
- Schedule, coordinate, and attend training classes and swearing in events acting as facilitator, and/or presenter where appropriate.
- Ensure that all file documentation is present before assigning volunteer advocate to a case.
- Match trained CASA volunteer with appropriate referral in consultation with the Program Manager, initiate orders for assignment of advocate, and prepare and distribute appointment orders and notification letters.

B. Advocate Supervision and Management

- Supervise and support up to 45 active CASA volunteers.
- Have a minimum of one documented monthly contact with each active CASA volunteer.
- Gather and review monthly activity logs from all active volunteers and enter data into database in a timely fashion.
- Consult with and be available to CASA volunteers about problems or concerns arising in their cases.
- Provide professional, supportive assistance and consultation.
- Review, edit as necessary, and distribute volunteer court reports in a timely fashion and professional manner.
- Schedule, coordinate, and attend ongoing in-service/continuing education trainings and network meetings
- Maintain advocate, child, and waitlist files in office, updating information in CASA database and adhering to written standards for handling of sensitive records.
- Track court dates and documentation on each active case, attending court hearings with advocates.
- Participate in volunteer evaluations as assigned by the Program Manager or Executive Director.
- Assist in volunteer appreciation events

TO APPLY: Review full job description at yolocasa.org/about/employment. Send resume and cover letter explaining why your experience makes you a good candidate for this position to jobs@yolocasa.org.

Yolo County CASA is an Equal Employment Opportunity organization. We do not discriminate on the basis of ancestry, race, color, religion (includes religious dress and grooming), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression, age, national origin, disability (physical and mental including HIV and AIDS), genetic information, military or veteran status, marital status or sexual orientation or request for FMLA.