



Position Title: Advocate Supervisor
Position Type: Full-time (37.5 hours/week), non-exempt paid position
Reports to: Program Manager
Supervises: Volunteer Advocates

MISSION

Yolo County CASA's mission is to advocate for abused and neglected children in the foster system to ensure their voices are heard and their needs are met. We champion without compromise for the best interest of every Yolo County foster child. Yolo County CASA is committed to providing children with a voice in court through the advocacy of trained volunteers.

SUMMARY JOB DESCRIPTION

The Advocate Supervisor provides professional support to CASA advocates 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; timely submission of all reports and documents; and compliance with stated indicators and standards. The Advocate Supervisor reports to the Program Manager.

QUALIFICATIONS

- Bachelor's degree or higher and 1-3 years applicable experience required or 3-5 years applicable experience including CASA Volunteer experience.
- Excellent oral and written communication and interviewing skills. Bi-lingual Spanish/English preferred.
- Excellent project management and organizational skills.
- Ability to communicate with, supervise, and empower advocates to be effective in their roles. Experience in the fields of child abuse, juvenile law or volunteer program management 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, disability or gender.
- Willingness to work flexible hours, some evenings and weekends required.
- Strong ability to establish and maintain effective working relationships and collaboration with other CASA staff, board and community partners.
- Strong computer literacy skills and ability to learn new software including database management.
- Completed application and thorough background clearance.

ROLES AND RESPONSIBILITIES

A. Advocate Training and Assignment

- Lead advocate recruitment, screening and interviewing activities.
- Schedule, coordinate, and attend training classes and swearing in events assisting as moderator, and/or presenter where appropriate.
- Ensure that all file documentation is present before assigning volunteer advocate to a case.

- Match trained CASA advocate with appropriate referral in consultation with the Program Manager or Executive Director, 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 advocates.
- Have a minimum of one documented monthly contact with active CASA advocates.
- 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 advocates 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 on CASA tracker 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 Executive Director.

C. Program and organization

- Attend staff meetings and assist in the evaluation of the program
- Assist in volunteer appreciation events
- Attend trainings, conferences, and continuing education seminars as requested and approved by the Program Manager or Executive Director
- Perform other duties as needed

Employee classification: Full time/non-exempt;

- Pay range - \$19-24/hr.
- Benefits:
 - 10 days vacation annually, accrued biweekly
 - 11 paid holidays
 - 12 days paid health leave per year, accrued bi weekly
 - Health Care Stipend \$5,000 annually

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.

Interested applicants should email a cover letter (please include the position you are applying for) and resume to jobs@yolocasa.org