



BIG COUNTRY CASA
Court Appointed Special Advocates
For Children

JOB DESCRIPTION CASE SUPERVISOR

Classification: Full time, exempt

Reports to: Executive Director

Qualifications: Degree in social work or related field. Experience in supervision, preferably with volunteers. Experience in providing casework services, or related services. Must have proficiency in writing, computers and public speaking.

Summary of Job Responsibilities:

Supervision:

- Supervises activities of volunteer child advocates and performs duties temporarily when volunteer advocate is unable to do so.
- Coordinates and supervises the child advocate in casework responsibilities, including:
 - family and child contacts,
 - professional contacts,
 - transportation as applicable,
 - support services activity,
 - linkage to community resources,
 - court report monitoring,
 - appearances at hearings,
 - maintenance of case records, and
 - maintenance of child advocate volunteer files
- Provides, attends and moderates new volunteer trainings.
- Maintains child advocate records.
- Evaluates child advocate case activity and performance.

Case Management:

- Provides volunteer child advocates with information regarding community resources.
- Maintains knowledge of child placement options, levels of care and Texas Department of Family and Protective Services (DFPS) policies and procedures.
- Accompanies child advocates to all court hearings, CPS meetings and mediations
- In the event that the advocate is not able to attend, attends in their place and provides representation of the Guardian ad Litem role.
- Reviews, finalizes and submits all court reports via e-file in a timely manner, consistent with court requirements.

- Provides notification of all meetings and court hearings to child advocates in a timely manner.
- Maintains up-to-date case files, including progress notes, weekly chronological narratives, reports, motions, and correspondence.
- Maintains and provides timely, accurate reports on case and child advocate statistics and data for funding and statistical reporting.
- Promotes and maintains congenial relationships with other professionals.

Additional Responsibilities:

- Ability to work a flexible work week as required, for evening new volunteer trainings and assistance with special events.
- Assists with child advocate marketing and recruiting, presentations, special events and fundraisers as needed.
- Attends all child advocate special events and fundraisers.
- Other duties as assigned

Salary: \$26,000 - \$31,000 DOQ

Please submit cover letter, resume and 3 references to:

Angela Sharp, Executive Director
Big Country CASA
angelasharp@bigcountrycasa.org

Or via U.S. mail at:

Big Country CASA
Attn: Angela Sharp
400 Oak Street, Ste. 217
Abilene, Texas 79602

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