



JOB DESCRIPTION ADVOCATE SUPERVISOR

Classification: Full-Time, Exempt

Reports to: Program Supervisor/Executive Director

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

Summary of Job Responsibilities:

Supervision: This position is responsible for supervision of up to 30 CASA volunteer advocates and/or up to 45 cases involving children in foster care. Typical duties of this position are as follows:

- 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,
 - support services activity,
 - linkage to community resources,
 - court report monitoring,
 - appearances at all case-related court hearings,
 - maintenance of case records, and
 - maintenance of child advocate volunteer files
- Helps with planning and facilitation of new volunteer trainings (pre-service training)
- 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, Texas Department of Family and Protective Services (DFPS) policies and procedures, National and Texas CASA Standards.
- Accompanies child advocates to all court hearings, CPS/2InGage 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 in hard copy and electronic file (Optima program management software), 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.

Advocates for the best interests of children involved in the foster care system from Taylor County, Texas; ensuring the children have access to quality services to help them recover from abuse and neglect and find safe, permanent homes as quickly as possible. Works with volunteers to provide crisis intervention, assistance with CVC applications, legal advocacy, educational and medical advocacy, information and referral for services and follow-up with victims and their caregivers to assist in the long-term continuum of care for the children.

Additional Responsibilities:

- Ability to work a flexible workweek as required, possibly assisting with 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 CASA fundraising events.
- May be required to assist with grant writing and reporting.
- Other duties as assigned

Salary: \$35,568 + Benefits (paid vacation, sick time, holidays; Blue Cross Blue Shield Health Insurance / Guardian supplemental health care plan; monthly cell phone stipend)

Please submit a cover letter, resume and three references (with complete contact information including email address, phone number and mailing address) to:

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

(This position is open until filled)

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