



Advocate Supervisor

The **Advocate Supervisor** provides expert case supervision, in partnership with the CASA Program Team and Program Director, for CASA volunteer Advocates that support children served by CASA to receive comprehensive advocacy that leads to their safety, well-being and permanency. The Advocate Supervisor is also responsible for the ongoing collaborative, collegial relationship with the court and the Department of Family and Children's Services, attending child and family team meetings and supporting CASA Advocates while in court.

1. Ongoing Supervision of Advocates' and children's cases

- Maintain a minimum of a monthly contact with each assigned Advocate
- Maintain awareness and understanding of details of Advocates' cases
- Assist Advocates in formulating and implementing the child's Advocacy Plan
- Facilitate relationships between professionals, service providers and Advocates
- Identify community resources for Advocates and children
- Interpret National CASA and Judicial Council guidelines to Advocates
- Support Advocates in the development of monthly logs, required data collection, court reports and court appearances
- Distribute court reports in a timely manner
- Update child and Advocate database
- Set up End of Case interview with Advocate at case dismissal

2. Work with Program Team: Assign Advocates to cases

- Support the processing of new referrals and update database
- Confer with referring and other interested parties regarding the status of waitlist cases
- Coordinate with staff to determine new Advocates' readiness for assignment
- Participate in the contacting of new and experienced Advocates without cases and encourage new case assignments
- Work with program team in the matching of Advocates with children referred to CASA
- Work with program team to process and distribute court ordered Advocate assignments

3. Assist with training of new Advocates

- Screen applicants for suitability to be invited to training
- Work with other staff to assess ongoing training needs and assist with curriculum as needed
- In conjunction with Trainer/Case Supervisor, participate in trainings as needed

4. Court Responsibilities

- Attend court for general hearings and updates; take notes on active & waitlist cases
- Represent CASA of Santa Cruz at quarterly Dependency Court System meetings
- Provide updates to Program Team regarding Court changes and hearing updates
- Support Advocates and Advocate Supervisors during Court proceedings
- Maintain communication with FCS social workers regarding active cases
- Educate youth, birth families, resource parents, and providers about the CASA program
- Plan and organize graduation day for new Advocates in Court

5. Other

- Participate in Advocates' in-services and monthly CASA to CASA meetings as needed
- Initiate, gather & report on data for program evaluation and grant reporting as assigned
- Ensure CASA Tracker database information is complete & timely on all cases and volunteers
- Participate in CASA's community engagement events and children's events
- Participate in CASA Strategic Planning, Board meetings as needed and other duties as assigned

Qualifications and Requirements:

- Master's degree in Social Worker, Psychology, Law, or related field is preferred or a Bachelor's degree in a related field with a minimum of five years of experience in social work, counseling, legal advocacy, and/or training
- Completion of the CASA Advocate screening process & 35-hour training within 90 days of hire
- Supervisory and interpersonal skills with experience working with infants and toddlers
- Project management and organizational skills
- Some experience in the fields of child abuse, youth development, teaching, juvenile law and/or volunteer program management preferred
- Excellent written composition and oral communication skills
- Competent in Microsoft Word, Excel, Google Gmail management and other software
- Must be flexible with hours, some evening work
- Demonstrate respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender
- Have transportation, car insurance and be willing to travel throughout Santa Cruz County
- Bilingual English and Spanish preferred

Demonstrated Ability To:

- Communicate the mission of CASA and the goals of the organization
- Establish and maintain effective, collaborative working relationships with staff, volunteers, the courts, Family & Children's Services and the community
- Diplomacy, tact, good judgment in dealing with sensitive matters and an understanding of the effects of trauma on families and children
- Understanding of how to maintain confidentiality

Special conditions of employment: Ability to satisfactorily clear FBI and DOJ criminal Justice background check, CACI, SSN and DMV screening; Possession of a current driver's license and proof of current car insurance.

Full time: 40 hours/week (some evening and weekend work)

Benefits: Paid medical, dental, and vision; 23 days paid time off (PTO) plus 12 paid holidays, 403(b) retirement plan after one year of employment.

Salary: \$23.56 - \$25.00/hour commensurate with work experience and education

TO APPLY: Send resume, three reference contacts, and a cover letter summarizing your qualifications with your interest in the position to: ASposition@casaofsantacruz.org by Sept. 8th, 2019. No phone calls please. CASA of Santa Cruz reserves the right to begin interviews as soon as qualified applicants' resumes are received.

CASA of Santa Cruz County is an equal opportunity employer
813 Freedom Boulevard- Watsonville, CA 95076 - 831.761.2956 – www.casaofsantacruz.org