



## **Immediate Opening: Advocate Supervisor**

**Application Deadline: August 1, 2017**

CASA reserves the right to begin interviews as soon as qualified applicant submissions are received.

The **Advocate Supervisor** provides expert supervision and case management of volunteers (referred to as Advocates) for children who are in foster care and served by CASA of Santa Cruz County. CASA ensures that children receive comprehensive advocacy, guidance and mentorship that promote their safety, well-being and permanency. This is a full time 40 hour per week non-exempt (hourly) position that includes benefits. The CASA Advocate Supervisor supervises volunteer Advocates assigned to children of all ages (birth to 21).

### **1. Supervision of Volunteer Advocates and their children's cases**

- Exercise discretion and independent judgment to assist Advocates in creative problem-solving; utilize agency and community resources to ensure accuracy and consistent advocacy around permanency planning and supporting child/youth well-being
- Maintain a minimum of monthly contact with each assigned Advocate
- Assist Advocates in formulating and implementing the child's Advocacy Plan
- Facilitate relationships between professionals, service providers and Advocates
- Interpret National CASA and Court guidelines to Advocates
- Support Advocates in the development of monthly logs, required data collection, writing court reports and making court appearances, and completing 12 hours of annual Continuing Education
- Maintain and update CASA database with child and Advocate case information
- Perform Annual Reviews and conduct End of Case Interviews with Advocates at case dismissal

### **2. Work with Program Team: Assign Advocates to cases**

- Support the processing of new child referrals from the Court
- Confer with referring and other interested parties regarding the status of waitlist cases
- Coordinate with staff to determine new Advocates' readiness and matching of assignment
- Participate in contacting new and experienced Advocates without cases and encouraging new case assignments

### **3. Other Supervisor Responsibilities**

- Conduct or participate in monthly Advocate in-services and trainings
- Gather and report on data for program evaluation and grant reporting as assigned
- Participate in CASA's community engagement activities and CASA children's events
- Complete a minimum of 12 hours of Continuing Education annually
- Required to work some evenings and weekends

(see next page)

### **Qualifications and Requirements:**

- Bachelor's degree in social service-related field or equivalent combination of education and experience (i.e., Social Work, Psychology, Sociology, Human Services)
- Minimum of two years increasing responsibility as a supervisor
- Demonstrated interpersonal, project management, relationship-building and organizational skills
- Excellent written, composition, and oral communication skills
- Competent in Microsoft Word, Excel, Gmail, and other software
- Demonstrated respect of all individuals regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender
- Own reliable vehicle & have adequate car insurance; must be willing to travel throughout Santa Cruz County
- Successful completion of background screening process (i.e. DMV check, FBI, Department of Justice (DOJ), CACI (Child Abuse Central Index), and, upon hiring, complete the 35-hour CASA Training for Advocates
- Meet the physical demands and successfully perform the overall duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to stand, walk, drive, and sit at a desk for up to 8 hours per day, type on computer and use the telephone. The employee must be able to lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the overall duties and responsibilities. Vision may be corrected within normal range.

### **Preferred Qualifications:**

- Bilingual Spanish/English
- Experience in the fields of child abuse, child development, teaching, juvenile law and/or volunteer program management and/or trauma informed practice
- Experience in conducting public presentations or trainings

### **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 Court, Family & Children's Services, and the community
- Maintain confidentiality

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

**Salary:** \$20 to \$21.65/hour commensurate with experience; (approximately \$42,000 - \$45,000 per year)

**Benefits:** Paid medical, dental, and vision for employee; 20 days paid time off (PTO) plus observed holidays, and retirement plan.

**To apply:** Send a resume, a list of three professional references with contact information, and a cover letter summarizing your qualifications to [asposition@casaofsantacruz.org](mailto:asposition@casaofsantacruz.org) by 5 pm on August 1, 2017. *Please note: Incomplete submissions will not be considered.*

*No calls please. Applicants are encouraged to apply early as CASA reserves the right to begin interviews as soon as qualified applicants submissions are received.*

**CASA of Santa Cruz County is an equal opportunity employer  
813 Freedom Boulevard- Watsonville, CA 95076 – [www.casaofsantacruz.org](http://www.casaofsantacruz.org)**