



JOB POSITION OPENING

PROCEDURE: Send your cover letter and resume to: CASA, 141 S. Main S. Suite 722, Decatur, IL 62523 to the attention: Executive Director. Applications will be reviewed upon receipt; you may be emailed your information to greed@maconcountycasa.org

Position Open: **Advocate Supervisor**
Posting Date:
Removal Date:

Position Description

The CASA Advocate Supervisor provides professional staff support to CASA volunteers and proactively provides supervision and guidance to each volunteer and case to which they are assigned. The CASA Advocate Supervisor is responsible for attending court hearings, administrative case reviews and other meetings, as necessary, to support the child(ren) and volunteer. The CASA Advocate Supervisor is responsible for ensuring all the children to which they are assigned receive sound advocacy

Responsibilities

- Complete the initial and ongoing CASA training
- Assist in the recruitment, screening, and training of new CASA volunteers
- Review new cases with the CASA Program Manager prior to assignment to volunteers
- Attend administrative case reviews, family meetings and court hearings as necessary in the absence of the assigned volunteer
- Provide professional support for CASA volunteers with at least one substantial contact each month
- Ensure volunteers document all case notes, hours spent and monthly child meetings in the case management database
- Participate with the Program Manager in evaluations of CASA volunteers
- Read, critique, edit, polish and submit CASA volunteer reports to the court
- Be an active CASE volunteer when no volunteer is available to manage a case assigned by the court
- Participate in fundraising events
- Other tasks as assigned to advance the mission of Macon County CASA

Accountability

The CASA Advocate Supervisor reports directly to the CASA Program Manager and works actively to maintain good relationships with other Staff and Volunteers. Volunteer relationships are maintained through frequent (at least monthly) contacts, so that volunteers are engaged, stay with CASA from case to case and volunteer turnover is kept to a minimum. The Advocate Supervisor maintains good relationships with all involved in the cases assigned but primarily concerned with support of the volunteer and what is in the best interests of the child.

Position Requirements

- High School Diploma or equivalent is required. Associates or higher degree from an accredited college or university is preferred in the fields of Human Services, Social Work, or related experience.
- Three or more years of experience is preferred
- Strong oral and written communication skills
- Ability to work with culturally diverse individuals
- Knowledge and understanding about child abuse and neglect
- Willingness to be available to volunteers by phone as needed