



Job Announcement

Position: Advocate Supervisor
Salary: \$27,000-30,000
Employee Type: Full-time

Court Appointed Special Advocates (CASA) of Fresno & Madera Counties is a non-profit organization whose mission is to recruit, train, and support volunteers to advocate and speak for the best interests of abused and neglected children in the Child Welfare and Juvenile Court systems.

Position Goal:

To lead volunteer advocates to succeed in accomplishing their position goal of advocating for the best interests of abused and neglected children in the child welfare and juvenile court systems so that the children have the best opportunity for safety, permanence, well-being and a healthy and successful future. The Advocate Supervisor will also lead the volunteer advocates by supporting and guiding the advocates as they serve the judge, serve the child, fulfill the need for mission continuity and coordination and advance the credibility and mission of CASA.

Key Responsibilities:

Leadership

1. Motivate and lead advocates to fulfill the requirements of their position.
2. Ensure each advocate turns in the monthly report, completes a monthly home visit, completes the required ASQs and case management sessions, earns 12 hours of continuing education annually and submits court reports on time.
3. Prepare advocates to succeed in court by guiding and supporting them in conducting an independent investigation; understanding the “case plans” of the Department of Social Services and child’s attorney; determining the priority “next steps” in their advocacy based on the case plan, the timeline and any specific judicial assignments; and, developing the court report.
4. Prepare advocates to succeed in case related meetings. Attend case related meetings with advocates when necessary.
5. Guide advocates to make sure the court’s orders regarding children are carried out.
6. Monitor the activities of advocates and redirect them when necessary.
7. Support advocates with difficult case-related conversations and circumstances, providing direction and intervention as needed.
8. Provide a high-level of supervision and training to new advocates. This includes meeting with the advocate and the social worker, going with the advocate on the first home visit, appearing with the advocate in Court for the first time and providing a court report writing session for the first court report the advocate prepares.
9. Develop an understanding of the Court process, the Department of Social Services and community resources so that effective guidance and resource suggestions can be given to help advocates succeed.
10. Provide advocates with resources they need to achieve the goals for their appointed child with an emphasis on reunification or alternative permanency planning.
11. Prompt advocates to advocate for early intervention services to treat developmental delays in children ages 0-5.
12. Conduct a semi-annual review with each advocate.

Communication

1. Communicate with each advocate, every week.
2. Understand and clearly communicate the role of the advocate.
3. Understand and clearly communicate the mission of CASA to the advocates and community.
4. Assist advocates in establishing and maintaining professional relationships and communication with the Social Workers, children's attorneys, care providers, educators and therapists.

Administration

1. Maintain case files, update advocates with case related documents and information as appropriate and maintain records in CASA Tracker.
2. Attend court hearings and provide written summary of proceedings. The Advocate Supervisors attend court on a daily rotating schedule.
3. Work together as a team with the other members of the Program Department.
4. Provide weekly written progress reports to the Program Manager.
5. Fulfill other responsibilities as assigned.

Desired Minimum Qualifications:

To successfully perform the essential functions of this position, the incumbent must have the following:

- Bachelor's degree preferred.
- One-year experience in case management or volunteer supervision is preferred.
- Ability to be flexible and adapt to new roles, tasks and situations.
- Ability to remain objective while resolving conflicts
- Strong observation, analytical and listening skills.
- Ability to supervise and train others.
- Ability to communicate effectively orally and in writing.
- Ability to prepare written reports, correspondence and maintain accurate records.
- Ability to organize, set priorities, take initiative and exercise sound, independent judgment within areas of responsibility.
- Good knowledge of personal computer operations and software including word processing, databases and spreadsheets. Good typing skills.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organization's policies.
- Possession of a valid California Driver's License.
- Ability to successfully pass a background check.

Please send cover letter and resume to
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or
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