



Job Announcement

Position: Advocate Supervisor
Salary: \$30,000-32,000
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 children in the foster care system.

Position Goal:

To lead volunteer advocates to succeed in advocating for the best interests of children in foster care system so that the children have the best opportunity for safety, permanence, well-being and a healthy and successful future.

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.
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.
9. Develop an understanding of the Court process, the Department of Social Services and community resources.
10. 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 Associate Director.
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 required.
- One-year experience in case management or volunteer supervision is preferred.
- Ability to supervise and train others.
- Ability to communicate effectively orally and in writing.
- 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
CASA of Fresno & Madera Counties
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Fresno, CA 93721
or
casa@casafresno.org