



## Voices for Children, Inc. Job Description

**Title:** Advocate Supervisor  
**Classification:** Exempt, Full Time  
**Reports To:** CFE/Volunteer Program Manager

**General Summary** The Advocate Supervisor will motivate, empower, guide and supervise CASA volunteers as they advocate in the best interest of abused and neglected children in the Conservatorship of the Department of Family and Protective Services (DFPS). Additionally, the Advocate Supervisor will ensure that the mission of Voices for Children, Inc. is carried out.

### **Essential Responsibilities and Duties**

- Supervises Advocates in their role as “Court Appointed Special Advocates” (CASA) and Guardian ad Litem for the children to whom Voices for Children is appointed*
  - Supervises no more than 30 volunteer advocates (unless multiple volunteers are assigned to a single family group) and a maximum of 35 family groups (with the optimum being 28 – 30 family groups). Caseloads and numbers of volunteers supervised will be reduced proportionately for employees working in this position on a less than full-time basis. Added duties beyond the supervision of volunteers will result in the reduction of the caseload size.
  - Attends and participates in staff and case-related meetings including, but not limited to, Permanency Conferences, Family Group Conferences, ISP, ARDs and Adoption Staffings.
  - Attends and participates in all related court hearings, providing assistance and supervision of Advocate court reports, court attendance and testimony.
  - Provides to the Advocate information and professional contacts regarding community resources and placements.
  - Participates in placement selections by reading home placement studies and consulting as decisions are made.
  - Assists the Advocate in identifying obstacles to permanency and resources to resolve obstacles for children and families while steadily moving the case forward toward the goal of a safe and permanent placement.
- Provides informed and consistent guidance to Advocates as well as encouragement and praise*
  - Provides timely notification of staffings, meetings, and court hearings to Advocates.
  - Provides guidance, assistance and review of Advocate reports to the court.
  - Participates in and assists with new Advocate training and Advocate continuing education, as needed.
  - Provides consistent contact in the process of maintaining and fostering relationships with the Advocate, clients and other professionals in legal, social welfare, educational and therapeutic areas/organizations.
  - Enhances the opportunity for retention of the Advocate for other cases, by coaching new skills, evaluating the Advocate’s experience, and by matching the Advocate with future cases that are matched to his/her interests and skills.

3. *Ensures the high standard of performance of services of Voices for Children*
  - Participates in regular and periodic supervision with the direct supervisor.
  - Supports Team members, by providing backup for meetings and court hearings and with their Advocates, as needed.
  - Maintains accurate and complete client case records.
  - Maintains accurate case and Advocate statistical data according to state and national standards for CASA.
  - Maintains a professional, organized environment.
  - Assists with office and program demands as needed.
  - Attends and participates in continuing education opportunities (12 Hours per year).
  - Assists with program development and evaluation as needed by the Program Managers and Executive Director.

### **Other Responsibilities**

1. Assists with recruitment efforts and events.
2. Assists with fundraising events.
3. Attends and participates in community meetings as needed by the Program Managers or Executive Director.

### **Knowledge, Skills and Experience**

1. *Education*
  - A minimum of a Bachelor's in Social Work or related field required.
  - Or, at least three years of experience with a CASA program or in a similar position with Child Protective Services.\*
2. *Critical areas of qualifications include the following:*
  - Experience in providing staff or volunteer supervision and ability to manage people.
  - Understanding of child and family advocacy issues that include child placement options, therapeutic intervention/assessment/needs for children and families, legal intervention and rights regarding children and families, permanency planning, adoption issues and systems, advocacy in child protection cases and in social, medical and mental health fields.
  - The ability to concisely and clearly convey and interpret information to and from others orally and in writing.
  - The ability to clearly identify permanency planning issues for children and provide effective advocacy to move a case through the system.
  - The ability to work under time constraints, be goal-oriented and maintain productive and effective performance and interaction with the Advocates and clients.
  - Has strong interpersonal skills.
3. *Spanish/English fluency is considered an advantage.*

\*If a college degree has not been completed, a writing sample may be requested.

**Physical Requirements and Work Environment**

The Advocate Supervisor will be expected to have daily transportation to attend court hearings, staffings, visitations, fundraising events, etc. The position requires a flexible schedule as visits with Advocates may occur in the evenings or on weekends. The Advocate Supervisor will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally it is anticipated that the person may spend several hours of each day seated at a computer. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. This position is not remote.

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Employee Signature

\_\_\_\_\_  
Date