



Voices for Children, Inc. Job Description

Job Title: Advocate Supervisor and Volunteer Recruiter

Classification: Exempt, Full-Time

Reports to: Program Director

Qualifications: Degree in communications, business administration, human services or social work or, at least three years of experience with a CASA program or in a similar position with Child Protective Services.* Experience in providing staff or volunteer supervision and ability to manage people. The ability to work under time constraints, be goal-oriented and maintain productive and effective performance and interaction with Advocate. Requires excellent interpersonal, written and verbal communication skills.

General Summary The Advocate Supervisor and Volunteer Recruiter will be responsible for volunteer recruitment and Advocate supervision in Brazos, Burleson, Grimes, Madison, and Leon counties. This position will work closely with other VFC team members to ensure that recruitment messaging fits within the organizational communications plan and that there is a consistent organizational message given throughout the community on all media platforms. This position will also motivate, empower, guide and supervise Advocate as they advocate in the best interest of abused and neglected children in the Conservatorship of the Department of Family and Protective Services (DFPS).

Essential Responsibilities and Duties:

Advocate Supervision

1. *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 **10** volunteer advocates (unless multiple volunteers are assigned to a single family group) and a maximum of **13** 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.

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- 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.
 - Demonstrated ability to make independent decisions and recommendations.
2. *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 Director and Executive Director.

Recruitment

- Manage all processes, phases, and the flow of VFC CASA volunteer recruitment strategies, and coordinate with the Program Director on recruitment plans.
- Works collaboratively with the Recruitment Committee to recruit qualified volunteers and participate in community engagement and awareness activities and initiatives, including overseeing the Recruitment Team and Faith Outreach Team efforts.
- With the assistance of the Executive Director and Program Director, create an action plan to cultivate key relationships with volunteers and stakeholders.

- It is critical for this position to evaluate and develop VFC's presentations regularly and to keep current on all VFC information.
- Assist the Program Director in tracking and maintaining records for community presentations given, including date, time, groups, number of participants, and number of materials handed out.
- Maintain Optima database system for tracking CASA applicants, their status, and other significant records relating to the recruitment and pre-service training of individuals.

Other:

- Attends and participates in required trainings, events and community meetings as needed by the Program Director or Executive Director.
- Other duties as assigned by the Program Director or Executive Director.

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

Physical Requirements and Work Environment

The Advocate Supervisor & Volunteer Recruiter 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 Advocate may occur in the evenings or on weekends. The Advocate Supervisor & Volunteer Recruiter 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.

Employee Signature

Date