

# CASA OF THE SABINE NECHES REGION

## CASA Advocate Supervisor

**Classification:** Full-Time or Part-Time Position

**Reports to:** Program Director

**Qualifications:**

- Bachelor's Degree or Associates degree from an accredited college or university (preferably in human services or a related field) or minimum of two years commensurate experience.
- Experience in volunteer supervision/case management
- Flexible schedule
- Professional oral and written communication skills
- Ability to interact with diverse populations
- Ability to maintain confidentiality and be discreet
- Must be able to pass a criminal background check and DFPS background check.
- Must be available to work intermittent evenings and weekends
- Must have personal car, current TDL and auto liability insurance
- Spanish proficiency a plus but not required

**Summary of Responsibility:**

- Supervise court appointed volunteers to provide advocacy services to abused and neglected children in court system.
- Effectively manage active caseload, participate in case staffing, and adhere to CASA standards for program caseload management.
- Attend and participate as speaker at Advocacy training and recruitment sessions, as needed.
- Interface professionally and effectively with courts and representatives and employees of various social services agencies and other community organizations as needed for case management, community and other functions related to the organization's overall goals and mission.

**Responsibilities:**

- Provide case management and support to insure all requirements are being met.
- Assist with advocate recruitment, retention and recognition activities
- Supervise court advocate volunteers, providing guidance and direction
- Assure all case activity is documented within 72 hours.
- Keep accurate records of dates of Hearings, Trials, Planning and Placement Meetings

- Document contact with advocates monthly to assure their case is progressing appropriately
- Review Court Reports and co-sign with advocate
- File Court Reports in accordance with the Cooperative Working Agreement with Texas Department of Family and Protective Services (TDFPS), and assure their distribution to appropriate individuals
- Accompany advocates to Court Hearings, PPTs and case staffings
- Assure documented contact is made monthly with the DFPS caseworker, primary placement provider.
- Assist advocates in making contacts and/or visits within the required timeframe
- Assure regular contacts with the attorney ad litem, mental health and other healthcare providers, educational and community systems are documented to assure the child's needs in these areas are met and cooperative solutions are facilitated among parties.
- Provide information regarding community resources
- Collect and verify advocate's monthly contact/time/mileage logs
- Report concerns regarding advocates to the Program Director
- Report advocate's concerns to the Program Director
- Assure complete and accurate case records for all cases under supervision
- Participate in CASA continuing education activities
- If an advocate/volunteer is not available to work the case, it is the supervisor's responsibility to manage the case personally. This includes, but is not limited to, scheduled visits with the child, caregiver, and parents. Contact with CPS caseworker, attorney ad litem and other relevant parties.
- An Advocate Supervisor may not supervise more than thirty active volunteers or a maximum of forty-five cases. **In the event the staff is required to perform duties other than supervision of volunteers, the number of volunteers the staff can supervise shall be reduced pro rata.**

**Additional Duties:**

- Affiliate with other local and state organizations where appropriate
- Attend national, regional, and state conferences and meetings when appropriate
- Complete special projects and tasks as assigned by the Executive Director
- Turn in time logs, reimbursement requests, and other documentation by requested due dates

Revised 01/11/2019 – CV

Date of Board Approval – 11/01/2018

Changes to be submitted for Board Approval 02/07/2019