

# **CASA OF THE SABINE NECHES REGION**

## **CASA Director of Advocate Services**

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

**Reports to:** Executive Director

**Qualifications:**

- Bachelor's Degree from an accredited college or university (preferably in human services or related field) or minimum of two years commensurate experience
- Experience in supervision
- Flexible schedule
- Computer literate in Microsoft Word and database management programs
- Professional oral and written communication skills
- Ability to interact with diverse populations
- Ability to maintain confidentiality and be discreet

**Summary of Responsibility:**

This position provides recruitment, training, retention and supervision for CASA advocates from initial contact to contract completion.

**Responsibilities:**

- Provide advocate recruitment, training, supervision, and retention
- Review advocate applications and ensure that appropriate reference and background checks are conducted
- Assure screening procedures are completed on each new advocate and re-screenings are done on active advocates when required
- Meet new advocate monthly recruitment goals
- Calculate advocate hours to be reported monthly
- Conduct Optima training for advocates
- Oversee supervision of court advocates
- Maintain advocate files, including application paperwork, training records, insurance information and other relevant data in Optima
- Conduct personal interviews with all advocate applicants
- Conduct post-training interviews with all advocate applicants after initial training
- Plan, organize and implement initial trainings for advocates at least three times annually
- Plan and implement swearing in ceremony to follow each initial training session
- Oversee planning and implementation of advocate continuing education opportunities
- Conduct quarterly evaluations with advocates
- Conduct exit interviews with advocates leaving the program
- Keep training manuals and resources updated
- Assist Executive Director in planning and implementation of all advocate recognition activities
- Assist Executive Director with public speaking engagements
- Develop and maintain advocate recruitment materials
- Represent CASA at advocate recruitment opportunities
- Provide office administration when scheduled

- Promote interagency cooperation among local agencies who serve abused and neglected children and their families
- Ensure appropriate communication between CASA and court personnel, child welfare agencies and the legal community
- Ensure that the CASA program adheres to any requirement set forth through contractual agreements with granting agencies, such as Texas CASA, VOCA, and National CASA
- Update facebook page and website with training dates, events, etc.
- Provide narrative and statistical reports as needed for grant reporting, grant requests, agency publications and other similar needs
- Provide information regarding community resources
- Report advocates' concerns to the Executive Director
- Report concerns regarding advocates to the Executive Director
- Coordinate with the Program Director in reviewing and assigning new cases to appropriate advocates and casework staff
- Provide guidance and direction to casework staff and advocates
- Attends yearly conferences, trainings, and webinars to complete 12 hours of continuing education in supervision and advocacy.
- The Director of Advocate Services will be assigned no more than four open cases, concurrently.
  
- **Additional Duties:**
- Attend national, regional, and state conferences and meetings when appropriate
- Participate in continuing education opportunities relevant to this position
- Assist in fund raising activities
- Plan advocate recruitment/retention activities
- Other duties as assigned by the Executive Director

Revised 10/26/2018 – CV

Date of Board Approval: \_\_\_\_\_