



ADVOCATE SUPERVISOR, OLDER YOUTH SPECIALIST

JOB DESCRIPTION

Summary: The Advocate Supervisor – Older Youth Specialist provides professional staff support to CASA volunteers while also serving as the agency’s lead resource on advocacy for older youth in foster care. In addition to supervising a caseload of volunteers, this position strengthens the organization’s capacity to serve older youth by supporting staff and volunteers with resources, guidance, and training. The Older Youth Specialist helps coordinate continuing education opportunities, enhances program materials and practices, and works collaboratively with the team to improve outcomes for older youth preparing for adulthood.

Full-time position (Salaried, exempt)

Reports to: Program Director

The Ideal person for this position is someone who:

- Is passionate about the Heart of Missouri CASA mission, [values](#), and community.
- Balances independence with collaboration and is skilled at supporting and empowering volunteers.
- Brings strong organizational skills, sound judgment, and a calm, trauma-informed presence in high-pressure situations.
- Communicates clearly and confidently, whether with volunteers, in court, or with community partners.
- Thinks creatively to problem-solve and build partnerships that strengthen advocacy for children, especially older youth navigating the transition to adulthood.

Duties and Responsibilities

1. Volunteer training and supervision duties – 60% of time
 - a. Assist with screening and interviewing volunteer candidates.
 - b. Participate with CASA team members in completion of pre-service training and orientation for new CASA volunteers.
 - c. Assist with the selection and assignment of appropriate CASA volunteers, including those working with older youth.
 - d. Supervise caseload of 30 CASA volunteers.
 - i. Develop initial case plans with new CASA volunteers and ongoing strategies for advocacy.
 - ii. Provide timely, relevant coaching support to CASA volunteers to help guide them through their case.
 - iii. Have a minimum of one monthly contact with each active CASA volunteer.
 - iv. Provide regular encouragement and motivation to volunteers.
 - v. Review and distribute CASA volunteer’s court reports.
 - vi. Attend court hearings with volunteers and debrief with them.

- vii. Maintain volunteer and child case files and electronic databases and track court dates.
 - viii. Ensure volunteers submit monthly hours/activities.
 - ix. Implement exit process for CASA volunteers completing cases and volunteers exiting program.
- e. Assist with the coordination and facilitation of continuing education trainings for CASA volunteers. Attend continuing education trainings.
- f. Assist CASA team with volunteer retention/appreciation activities.
- 2. Older Youth Specialist Duties – 30% of time
 - a. Work with the Training Coordinator to facilitate Fostering Futures curriculum for CASA volunteers with older youth.
 - b. Help establish and model best practices for supervision of older youth cases across the staff team.
 - c. Provide specialized coaching to volunteers working with older youth.
 - d. Advocate for timely hearings, services, and supports specific to older youth needs (e.g., housing, education, employment, independent living skills).
 - e. Partner with community agencies to coordinate services and innovative programming for older youth and CASA volunteers.
 - f. Actively participate in recruitment of volunteers interested in serving older youth.
- 3. Organizational Participation – 10% of time
 - a. Participate in outreach and volunteer recruitment activities.
 - b. Participate in the implementation of agency strategic plan.
 - c. Participate in the evaluation of volunteers, program, and position.
 - d. Attend meetings and trainings locally, regionally, state-wide, and nationally.
 - e. Other duties as assigned.

Minimum Job Qualifications:

- Bachelor's Degree in social work, child development, juvenile justice, or social-service related field.
- Has knowledge and understanding of the issues and dynamics within families in crisis, specifically relating to child abuse and neglect.
- Has worked with at-risk children and families for at least 2 years, ideally within the foster care system; experience with older youth populations preferred.
- Must demonstrate collaboration and leadership ability, as well as a sound understanding of the principles of volunteer management and advocacy.
- Preferably has experience working with and coaching volunteers.
- Must have a commitment to continuing professional and personal learning.
- Ability to work with diverse individuals and groups.
- Has the skills to effectively use email, internet, and Microsoft Office 365 on a daily basis.
- Must be able to pass criminal background check.
- Capacity to transport self between work sites.

Work Environment:

The job takes place in an office setting. The employee may also travel between Heart of Missouri CASA office locations, as well as to other corporate offices, not-for-profit agencies and event locations.

Must be able to work weekends and evenings as required. Flexibility in work schedule is provided.

Full-time position (Salaried, exempt)
Starting Salary Range: \$51,000-\$55,000
Reports to: Program Director

Benefits:

- Direct care health plan through Liberty Family Medicine, which includes full-service direct primary care and employee assistance program including low-cost prescriptions, \$3,000 mental health & substance counseling, \$250 physical health & wellness, \$500 nutritional health, dental & vision screenings, and more
- Retirement plan (match up to 3% of salary)
- Generous paid holidays (19 days)
- Paid vacation (10 days, increasing to 15 in 3rd year, 20 in 4th year)
- Paid sick time
- Paid parental leave
- Cell phone stipend (\$40/month)
- Flexible work schedule options
- Remote work – 1 day/week option
- Early 2pm Friday office closure
- Mileage reimbursement

To apply, please submit the following application materials to Sara Echternach, Boone County Program Director at hello@homcasa.org or through the [Indeed Posting](#). Position will be open until filled. Candidate screening will start the week of September 29th.

- Cover Letter indicating your interest and qualifications
- Resume

Heart of Missouri CASA is an equal opportunity employer. We are committed to hiring individuals based on merit, qualifications, and alignment with our mission to support children and families in foster care.

We welcome applicants from all backgrounds and value a diversity of professional experiences and life journeys—including, but not limited to, experience in foster care, child advocacy, or trauma-informed systems. While such experiences are not required, they help inform compassionate and effective service delivery.

We make all employment decisions without regard to race, color, religion, sex (as currently defined under federal law), national origin, age, disability, or any other legally protected status. Our policies adhere to current federal and state employment laws and do not implement preference-based hiring related to identity or demographic status.

If our mission resonates with you and you believe your skills and experiences can make an impact, we encourage you to apply.

The most significant duties have been included in this description acknowledging that other duties may be assigned/changed from time to time. The organization retains the right to modify this job description as needed from time to time to accurately reflect duties of the position.