



## JOB DESCRIPTION

### BOONE COUNTY ADVOCATE SUPERVISOR

**Type:** Full-time (daytime hours may vary, some evening and weekend hours)

**Reports to:** Boone County Program Director

**Summary:** The Advocate Supervisor provides professional staff support to CASA (Court Appointed Special Advocate) volunteers, ensuring that children involved with Heart of Missouri CASA receive sound advocacy and early permanency planning. The Advocate Supervisor is primarily responsible for supervising a caseload of 30 CASA volunteers and working collaboratively with the CASA team in the completion of recruitment, screening, and training (pre-service and continuing education) activities for the CASA volunteers.

**The ideal candidate will:** Be passionate about Heart of Missouri CASA's mission. Be at ease working independently, while also being skilled at working collaboratively with co-workers, volunteers, and community partners. Able to think creatively to problem-solve and resolve conflicts. Understand the effects of trauma and take a trauma-informed approach to working with vulnerable populations. Able to perform and remain calm in high-pressure and/or emotionally charged situations. Skilled at public speaking. Ability to change direction quickly to respond to urgent needs. Strong work and team ethic, highly motivated self-starter. Ability to motivate volunteers who may feel discouraged or overwhelmed. Must be able to engage and inspire others.

#### Duties and Responsibilities

1. Volunteer training and supervision duties:
  - a. Assist CASA team members with pre-service training and orientation for new CASA volunteers.
  - b. Supervise caseload of 30 CASA volunteers.
    - i. Develop initial case plans with new CASA volunteers and ongoing strategies for advocacy.
    - ii. Have a minimum of one monthly contact with each active CASA volunteer.
    - iii. Provide assistance and consultation for volunteers.
    - iv. Review and distribute CASA volunteer's court reports.
    - v. Attend court hearings and track court dates.
    - vi. Maintain volunteer and child case files and electronic databases.

- vii. Ensure volunteers submit monthly hours/activities.
- viii. Implement exit process for CASA volunteers completing cases.
- c. Attend and assist with coordination of continuing education trainings for CASA volunteers.
- d. Assist CASA team with volunteer appreciation activities.
- 2. Participate in outreach and volunteer recruitment activities.
- 3. Participate in in-state and out-of-state trainings, as needed.
- 4. Other duties as assigned.

**Minimum Job Qualifications:**

- Education and experience:
  - 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.
  - Preferably has experience working with older youth in foster care and has knowledge of the services available to them.
  - 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.
- Qualifications:
  - Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
  - Ability to communicate with, support, and empower volunteers to be effective in their roles.
  - Ability to work cooperatively with different types of personalities.
  - Excellent organizational skills with ability to work independently with minimal supervision while meeting established deadlines.
  - Commitment to CASA's mission and vision.
  - Basic computer skills.
  - Must be able to pass criminal background check.

**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.

*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.*

**Salary** – \$34,000-\$38,000 – pay commensurate with experience and skills.

**Benefits** include generous paid holidays, vacation, and sick time, paid parental leave, generous health stipend, retirement plan, and cell phone reimbursement.

**TO APPLY:** To apply, send a cover letter, resume, and list of 3 professional references (name, phone number, email address) to Sara Echternach, Boone County Program Director, at [hello@homcasa.org](mailto:hello@homcasa.org). Applications will not be considered without a cover letter.

**Formal review of applicants and interviews will begin the week of June 24<sup>th</sup>. Applications will be accepted until position is filled.**