



## **Advocate Supervisor I- Job Description**

### **Home office: Upland Office**

The **Advocate Supervisor I** provides expert supervision and case management of volunteers (referred to as Advocates) for open dependency and delinquency court cases serviced by CASA of San Bernardino to ensure children served receive comprehensive advocacy and mentoring that leads to their safety, well-being and permanency. This is a full time 40 hour a week position.

#### **1. Supervision of Advocates' and children's cases**

- Maintain a caseload of up to 30 volunteers and youth
- Exercise discretion and independent judgment to assist Advocates in creative problem solving, utilizing agency and community resources to ensure accuracy and consistency with dependency permanency planning and best practices
- Maintain a minimum of monthly contact with each assigned Advocate
- Assist Advocates in formulating and implementing the child's Advocacy Plan
- Facilitate relationships between professionals, service providers and Advocates
- Interpret National CASA and Judicial Council guidelines to Advocates
- Support Advocates in the development of monthly logs, required data collection, court reports and court appearances
- Update internal CASA database with child and Advocate case information
- Perform Annual Reviews and Set up End of Case interview with Advocates and youth at case dismissal

#### **2. Work with Program Team: Assign Advocates to cases**

- Support the processing of new referrals
- Confer with referring and other interested parties regarding the status of waitlist cases
- Coordinate with staff to determine new Advocates' readiness and matching of assignment
- Participate in contacting new and experienced Advocates without cases and encouraging new case assignments

#### **3. Other**

- Participate in Advocates' in-services, trainings and monthly CASA continuing education workshops
- Gather and report on data for program evaluation and grant reporting as assigned

- Participate in CASA's community engagement and youth events

**Qualifications and Requirements:**

- Experience in the fields of child abuse, youth development, teaching, juvenile law and/or volunteer program management strongly preferred
- Supervisory and interpersonal skills with experience of increasing responsibility as a supervisor preferred
- Demonstrate project management, relationship building and organizational skills
- Excellent written, composition, and oral communication skills
- Competent in Microsoft Word, Excel, Gmail, and other software
- Must be flexible with hours, some evening, nights and weekend work
- Demonstrate respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender
- Have transportation, car insurance and be willing to travel throughout San Bernardino County
- Bachelor's degree in social service-related field or equivalent combination of education and experience (i.e., Social Work, Psychology, Sociology, Public Welfare)
- Completion of background screening process (i.e. DMV check, FBI, Department of Justice (DOJ), CACI (Child Abuse Central Index), and upon hiring complete 30-hour CASA training

**Demonstrated Ability To:**

- Communicate the mission of CASA and the goals of the organization
- Establish and maintain effective, collaborative working relationships with staff, volunteers, the courts, Children & Family Services and community partners
- Maintain confidentiality

**Full Time:** 40 hours/week (some evening and weekend work)

**Benefits:** Paid medical, dental, and vision; paid time off (PTO) plus observed holidays, 401k

**Hourly Range:** \$18 – \$22 (\$37,440 - \$45,760)

Please send resume and cover letter to Marco Pulido, Advocacy Program Manager, [marco@casaofsb.org](mailto:marco@casaofsb.org)