



Advocate Supervisor Job Description Lonoke County

General Description:

The Advocate Supervisor provides professional support to CASA volunteer advocates, ensuring that children involved with the CASA program receive quality and effective advocacy. The Advocate Supervisor is responsible for the recruitment, training, and screening of CASA volunteers. The position supervises and evaluates volunteers and manages the coordination of CASA cases. The Advocate Supervisor is hired by and reports directly to the Executive Director of the agency.

Qualifications:

- Ability to work cooperatively with a wide array of personalities.
- Strong verbal and written communication skills.
- Preference for individuals with experience in presenting to large groups, providing professional development or teaching adults.
- Ability to build strong relationships and a positive reputation within communities served by our organization.
- Knowledge and understanding of issues and dynamics associated with child abuse.
- Knowledge and/or willingness to learn about the juvenile justice and/or social services system.
- Strong organizational skills with an eye for detail.
- Willingness to work a flexible schedule.
- Competency with personal computers and Windows products.
- Commitment to CASA goals and mission.

Responsibilities:

- Complete CASA training and at least 12 hours of continuing education annually.
- Recruit, screen, and interview new volunteers.
- Assist in training of new advocates and help with coordination and planning of continuing education hours for advocates.
- Review new cases and assign appropriate volunteers in coordination with Executive Director.
- Prepare and distribute case assignment documentation in a timely manner.
- Assist volunteers with the development of initial case plans and strategies for advocacy.
- Assist advocates with court reports.

- Review and distribute advocate court reports.
- Maintain case files in data base.
- Attend court hearings and track court dates.
- Provide assistance and consultation for advocates as needed.
- Track advocate hours and case statistical data.
- Conduct annual advocate evaluations and case reviews.
- Staff, maintain, and clean the CASA office.
- Represent CASA at community and civic events.
- Assist with fundraising events.
- Perform other duties as assigned by the Executive Director.

To address cover letter and resume to Cory Spruiell at casa@grandprairiecasa.org. Applications submitted through a third part website will not be considered.

Deadline to apply is June 28, 2021.