



CASA of Medina County Job Description

Position Title: Advocate Supervisor

Classification: Full-Time. This position involves a flexible 40 hours. Scheduling will vary based on the needs of the program with the possibility of remote office hours.

Summary:

The Advocate Supervisor is responsible for managing CASA Volunteers and their assigned cases. As part of their case management duties, the Advocate Supervisor provides professional staff support to CASA Volunteers. The Advocate Supervisor promotes sound advocacy and representation of the best interest for all CASA of Medina County children involved with juvenile court. This role is also responsible for all case documentation review, case coordination and any other activities as assigned by the Program Director that advance the mission of CASA of Medina County.

Responsible to: CASA Program Director

Qualifications:

- 1) Bachelor's degree required in a social-service related field, experience in the child welfare system, social services, or volunteer coordination/supervision
- 2) Ability to communicate with, supervise and empower volunteers to be effective in their roles.
- 3) Ability to build community awareness and network with other community agencies.
- 4) Ability to speak publicly with a professional tone and demeanor.
- 5) Knowledge and understanding of issues and dynamic within families in crisis relating to child abuse and neglect.
- 6) Skill to advocate strongly and professionally on behalf of clients and families in conflictual situations and to work resourcefully and independently to identify and seek out needed information and resolutions.
- 7) The ability to utilize a variety of computer software packages such as Word, Excel, and CASA Manager.

- 8) Ability to serve as a CASA volunteer professionally and adequately, after completion of pre-service training.

Requirements:

- 1) If hired, ability to complete PreService training to become a Court Appointed Special Advocate
- 2) Valid driver's license. Must maintain a driver's license during employment.
- 3) Successful completion of background check and central registry check.

Responsibilities include, but are not limited to:

Volunteer Supervision-

- Provide support to volunteers regarding their case including problem solving, resource information and guidance related to the child welfare system. Contact, through the system or other means, with CASA volunteers should be at least once per month and documented.
- Supervising and guiding volunteers and making sure that the volunteer's activities are following both the CASA mission and applicable state and federal laws and standards.
- Supervise volunteers in preparation of court reports and recommendations and edit/revise as needed.
- Reinforcement of confidentiality policy with every volunteer.
- Assist with recruitment and screening of potential advocates.
- Assist with training and orienting new volunteers.
- Participate in evaluation of volunteer performance and periodic documentation checks.
- Consult with appropriate service providers. And assist volunteers on professionally communicating with social service workers during contentious times in the case.
- Assist in preparing volunteers for court testimony.

Program Development-

- Attend conferences and workshops as assigned in their development plan.
- Complete required data entry into database.
- Compiling statistics on all active cases, including outcome measurement, demographics and placements.
- Actively participate in staff meetings and board meetings (when necessary).
- Attend and assist with all volunteer appreciation events, pre-service training, in-service training, and other functions coordinated by CASA.
- Assist in public speaking, community outreach, and community committees as needed.

- Act as a representative of CASA of Medina County by participating in community task forces, or other programming.

Professional Development-

- Adhere to the program policies on dress, professional conduct and demeanor.
- Modeling the mission as the public face of CASA.
- Always maintain confidentiality with staff, volunteers and court appointed professionals.
- Create and develop a yearly self-development plan with the CASA Program Director.
- Actively participate in annual performance review by proactively documenting and sharing milestones, achievements and ideas for improvement with the CASA Program Director.

Compensation: Starting annual salary ranges from \$45,000 to \$50,000 based on qualification and experience of applicant selected. As a full-time staff member, employees also receive the below listed benefits as part of their hiring package.

Benefits-

- Wellness Program
- Life Insurance
- Medical, Dental and Vision Benefits
- Simple IRA with up to 3% Company Match
- 12 Paid Holidays
- Paid Time Off
- Flexible Work Environment
- Tuition Reimbursement Program

How to Apply:

Please apply by emailing your cover letter and resume to
egrohe@medinacountychildrenscenter.org or mailing both to:

The Children's Center of Medina County
Attn: Erin Grohe
724 E. Smith Rd.
Medina, Ohio 44256

The Children's Center of Medina County is an Equal Opportunity Employer.