** First Judicial District CASA Program**

|  |
| --- |
| **General Job Description and Position Responsibilities:** Advocate Supervisor Full Time 35-40 Hours / Week. |
|  |
| **General Description:** The Advocate Supervisor is responsible for the supervision, case management, training, development, and coordination of assigned Advocates to ensure that abused and neglected children receive quality advocacy in court. Position is for Kootenai, Shoshone and Benewah counties. This position reports to the Executive Director (ED).  |
|  |
| **Position Responsibilities:**1. ADVOCATE CASE MANAGEMENT
	* Supervise up to 26 active Advocates, assist with their case management on approximately 39 cases.
	* Maintain effective coordination with the court on case assignments, assign and reassign cases, notify Advocates of hearing dates, attend hearings of staff cases, perform those case responsibilities, and provide staff support to Advocates.
	* Provide quality case management and supervision of Advocates as required by state and national standards. Assure monthly contact with each Advocate and coordinate timely court reports.
	* Compile statistical case information as required by local, state, and National CASA/GAL programs and the ED.
	* Review cases and provide support and direction to the Advocates to assist them with their independent judgment.
	* Collect and maintain data from Advocates regarding case updates. Organize and maintain case records (both hard and on line), record and update case records in accurate and timely manner. Enter all data for previous month by the 10th.
	* Attend emergency hearings on a rotating basis. Serve on “call” rotation for vacations, sick leave, weekend shelters, etc.
	* Assign cases and fill out intake sheets.
	* Assist with Advocate recognition and appreciation events
2. SUPERVISOR CASE MANAGEMENT
* Do not “staff manage” cases without approval in writing by ED.
* Motions to Withdraw must have ED approval in writing.

3. ADVOCATE MANAGEMENT* Continually evaluate each Advocate’s skills, strengths, and development needs concerning the cases assigned.
	+ Work with the Training Specialist to provide Advocates with ongoing training.
	+ Assist Trainer with encouraging advocate attendance and tracking of training.
	+ Conduct an annual evaluation of each Advocate.
	+ Provide recommendation on Advocate advancement and termination to the ED.
	+ Provide Advocates with report forms and resource information.
	+ Attempt to secure Exit Interviews on all exiting Advocates with documentation in their personnel file.
	+ Prepare and collect Advocate hours and mileage monthly—deadline 10th of every month.
1. RECRUITING/TRAINING
	* Provide recommendation on prospective Advocate advancement to the Trainer.
	* Coordinate with the Advocate & Mentor Trainer regarding training programs and in-service classes.
2. OTHER
	* Attend in-service and continuing education training as required by standards.
	* Participate in regular and ongoing Optima training as needed.
	* Participate in weekly Supervisor and staff meetings.
	* Assist with general administrative assistant duties as time permits and needs arise.
	* Serve as part of the CASA team for office duties, fundraising events, Advocate events, personnel issues, etc.
 |
|  |
| **Qualifications:**Bachelor’s degree in social services or related field, equivalent combination of education and experience, or experience as a CASA Advocate.Proven ability to communicate, supervise and empower employees to be effective in their roles. Proven ability to work cooperatively with various personalities and levels of experience and expertise.Proven skills using Excel, Word, and Outlook.Commitment to CASA’s goals and mission. |
|  |
| **FLSA category, pay and benefits:**Full-time, non-exempt position. 35-40 Hours / Week. Salary range is $45K-$55K per year. Pay is determined by experience and proven performance. Benefits: see Employee Practices Handbook. |