



## **CASA of Oklahoma County Position Announcement**

**TITLE: Advocacy Supervisor**

**DATE: September 2019**

**CLASSIFICATION & STATUS: Non-Exempt – Full Time**

**REPORTS TO: Advocacy Team Leader**

CASA of Oklahoma County recruits, trains, and supports volunteers who advocate for the best interests of abused and neglected children in the foster care system. These volunteers serve as advocates for children that are victims of abuse and neglect and provide these children a voice while their case is in the court system.

**PRIMARY RESPONSIBILITY:** The Advocacy Supervisor coordinates the delivery of direct advocacy services to assigned foster children through the management of 30 Volunteer Advocates. The Advocacy Supervisor will coach each assigned advocate in the provision of their duties ensuring adherence to the Volunteer Advocate job description and core duties.

### **ESSENTIAL RESPONSIBILITIES & DUTIES:**

1. Volunteer Advocate Supervision and Coaching
  - a. Supervise activities of Volunteer Advocates and perform duties temporarily when Volunteer Advocate is unable to do so
  - b. Coordinate and supervise casework responsibilities, including
    - i. Family and child contacts
    - ii. Professional contacts
    - iii. Support services
    - iv. Linkage to community resources
    - v. Assistance with court report preparation and timely submission
    - vi. Appearance at court hearings
    - vii. Appearance at other case related meetings
    - viii. Maintenance of case records
  - c. Attend and assist in Volunteer Advocate training as requested
  - d. Assist in the timely submission and review of each volunteer advocate's case activity monthly logs

- e. Evaluate each volunteer advocate's case activity and performance
- 2. Case Management
  - a. Maintain knowledge of child placement options, levels of care, and DHS policies and procedures
  - b. Attend all court hearings and other case related meetings with the Volunteer Advocate. In the event the Volunteer Advocate is unable to attend, attend all meetings in their place and provide representation of the GAL role
  - c. Provide timely accurate reports for submission to the court and to other parties on the case
  - d. Provide notifications of meetings and court hearings to the Volunteer Advocate
  - e. Maintain up-to-date case files, including progress notes, reports, motions, and correspondence
  - f. Maintain and enter all case and Volunteer Advocate data in CASA's database to ensure accurate funding and statistical reporting by required due dates as listed in the Advocacy Supervision Handbook
  - g. Complete all volunteer contact logs, notification of victim's compensation benefits, and other case related documentation on a timely basis as outlined in the CASA Advocacy Supervision Handbook
  - h. Promote and maintain congenial relationships with other professionals

## **OTHER RESPONSIBILITIES**

- 1. Additional duties as required

## **KNOWLEDGE, SKILLS, & EXPERIENCE**

- 1. Education
  - a. Bachelor's degree in social work, psychology, or related field is required
- 2. Minimum experience
  - a. Prior experience with the supervision or coordination of volunteers preferred
  - b. Prior experience in the provision of case management or advocacy services with children required
  - c. Prior volunteer experience required
  - d. Demonstrated integrity, honesty and ethical conduct
  - e. Demonstrated passion for CASA's mission
  - f. Clear criminal background is required
- 3. Critical areas of qualifications include the following
  - a. Proven leadership ability
  - b. Excellent attention to detail
  - c. Excellent oral and written communication skills
  - d. Persistent and diplomatic in encouraging volunteer motivation and case advocacy
  - e. Self-starter with minimal guidance required
  - f. Highly organized
  - g. Ability to coach and empower a diversity of individuals
  - h. Able to work collaboratively in a team environment

**APPLICATION PROCEDURE:**

Interested applicants should submit a resume and cover letter to Jennie Hill, Executive Director at [jhill@casaofokco.org](mailto:jhill@casaofokco.org) by 5pm on September 24th.

No phone calls please. CASA of Oklahoma County is an equal opportunity employer. For more information about CASA of Oklahoma County, please visit [www.okcountycasa.org](http://www.okcountycasa.org)