



ADVOCATE SUPERVISOR JOB DESCRIPTION

The position of Advocate Supervisor of CASA of Terrebonne Association requires a bachelor's degree in a social services related field. Experience may be substituted for education.

Experience in the following areas will be given preference: training, volunteer supervision and management, child abuse, and foster care.

Skills necessary for success in this position include interpersonal, organizational, supervisory, written and oral communication, conflict resolution, problem solving, leadership, and computer/technology.

The Advocate Supervisor of CASA of Terrebonne Association should be energetic, self-motivated, flexible, goal oriented, creative, and resourceful. Most importantly, they should have a sense of mission to children's issues.

Employee classification is full time exempt. The Advocate Supervisor is responsible to the Executive Director and/or Program Coordinator and is responsible for achieving the following results.

Advocate Screening, Supervision, and Retention

- All potential advocates are screened.
- Cases are available for advocates on a priority basis.
- Advocates case assignments are compatible with their preferences, abilities and needs.
- Advocates have adequate staff support during court hearings and Child Protection Agency conferences.
- Advocates are given the training, tools, information and support needed to empower them to be effective.
- Advocates have a minimum of monthly face-to-face contact with children they serve.
- Advocates submit monthly reports to CASA office.
- Advocates always have staff support, assistance and consultation
- Case files are up to date, in order and contain recent activities and case specific advocate goals.
- Advocates develop case-specific advocacy goals to be evaluated by the Advocate Supervisor every three months.
- Advocates remain involved on their case or are replaced.
- Active advocates complete 12 hours of in-service training per year.
- Advocates receive individual recognition for their service.

Program Activities

- Advocate Supervisors are aware of community resources available to foster children and facilitate referrals.
- Advocate Supervisors are knowledgeable about current foster care, child abuse, and child advocacy issues.
- Advocates are informed of current program activities
- Executive Director and/or Program Coordinator are provided case, child and advocate statistical information on a regular basis.