CASA of Linn County

JOB DESCRIPTION

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| JOB TITLE: | Advocate Supervisor |
| LOCATION: | Albany, OR; serving Linn and Benton Counties |
| STATUS: | Full-Time; 40 hours per week (Non-Exempt) |
| PAY: | Per approved annual budget |
| REPORTS TO: | CASA Program Manager |

## POSITION SUMMARY

Court Appointed Special Advocates (CASA) of Linn County has a full-time Advocate Supervisor position. The Advocate Supervisor is responsible for supervising and supporting up to 30 CASA volunteers. CASA volunteers are trained citizen advocates appointed by the Circuit Court. Each CASA volunteer advocates for the best interests of a child in the foster care system, with a goal of finding the child a safe and permanent home as expeditiously as possible. The Advocate Supervisor will ensure that abused and neglected children in foster care in Linn and Benton Counties receive strong and effective advocacy and will strive for early permanency placement.

## SPECIFIC DUTIES OF POSITION

### CASA ADVOCATE SUPERVISOR

- Provide oversight, support, and consultation to advocates regarding case assignments.
- Maintain frequent and consistent contact with advocates to stay updated on cases.
- Assist advocates with the preparation of written and oral court reports.
- Read or review all written reports and documentation relating to cases assigned advocates.
- Attend court hearings, Citizen Review Board hearings as needed, and other meetings as needed in Linn and Benton Counties.
- Complete annual reviews for each advocate.
- Help plan and/or facilitate (and participate in) CASA advocate monthly in-service trainings.
- Educate CASAs on juvenile dependency related matters and associated topics related to advocacy.

### CASE AND DATA MANAGEMENT

- Research, evaluate, and assign cases to appropriate advocates in consultation with the Program Manager and other Advocate Supervisors.
- Consistently monitor and maintain case and advocate files to ensure up-to-date accuracy as well as compliance with all state and National CASA standards, including CASA Manager data entry.
- Coordinate, document and appropriately distribute all legal discovery and substantive information related to CASA cases through resolution of each assigned case.

- Interact professionally with all parties to the case, other case participants and community partners in both an advocacy and problem-solving role.
- Meet regularly with Executive Director, Program Manager, and Advocate Supervisor team to ensure best practices.

## ADDITIONAL DUTIES

- Attend staff meetings, conferences, seminars, and other meetings as deemed appropriate.
- Participate annually in a minimum of 12 hours of approved, relevant, substantive continuing education.
- Complete a minimum of 6 hours of professional development continuing education.
- Complete New CASA training within 6 months of hire date.
- Maintain a strong understanding of foster care issues in Oregon and Linn and Benton Counties; current information and conditions relative to child abuse and neglect; and ODHS of Linn and Benton Counties and Juvenile Court procedures.
- Assist with volunteer recruitment, training, and retention, including attending and organizing events on behalf of CASA.
- Assist with fundraising and community events as needed or requested by Executive Director or Program Manager, with details being shared in advance. Primary fundraising responsibility rests with the Development Director.
- Assist the CASA team in whatever capacity necessary to maintain the integrity of the organization.

## PROFESSIONAL/PERSONAL SKILLS REQUIRED

- Compassionate and patient verbal communication and active listening.
- Team-oriented mentality and work habits.
- Professional demeanor and thoughtful reaction to feedback.
- Ability to work cooperatively and effectively with people from diverse backgrounds and experiences.
- Strong proficiency with computers and technology, including Microsoft Office.
- Ability to effectively multi-task during stressful situations.
- Ability to strictly maintain confidential information.
- Knowledgeable and passionate about the issues facing families involved in the child welfare foster care system.

## EDUCATION

Four-year college degree strongly preferred. Minimum two-year college degree in a related field considered.

## EXPERIENCE

- Minimum of two years working in a collaborative team environment.
- Minimum of two years supporting and managing several employees or volunteers.
- Experience working with children and/or children’s issues within the foster care system preferred.
- Previous CASA experience a plus.

## MISCELLANEOUS INFORMATION/REQUIREMENTS

- Schedule will require occasional evening and weekend hours to accommodate training and community events.
- Successful completion of an employment and criminal history background check is required.
- Applicant must be age 21 or over.
- Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility of employment.
- A valid driver’s license and reliable transportation (car or truck); driving throughout Linn and Benton Counties is required as needed.

## BENEFITS

- Benefit stipend.
- Communications stipend.

- Paid Time Off (PTO) - Can be used for vacation, personal leave, family leave, sick time, bereavement, and emergency leave. Will accrue PTO on the first day of employment. Full-time employees earn up to 144 hours of PTO per year (12 hours per month).
- 401K Simple IRA with up to 3% matching.
- Paid holidays for recognized holidays.
- Possibility of work from home only as needed. Determined by Program Manager or Executive Director and by program needs.

CASA of Linn County is an equal opportunity employer and operates its program, services and activities in compliance with federal and state nondiscrimination laws. No person shall, on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, age, or any other protected classes be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any of our programs.

Applicants are encouraged to learn more about CASA by exploring the National CASA (www.nationalcasa.org) and CASA of Linn County websites (www.linncasa.org).