



Advocate Coach/ Supervisor Job Description-Bastrop

Position Title: Advocate Coach/Supervisor **Employment Status:** Full-Time, Salaried Exempt

Reports to: Executive Director **Location:** Bastrop Office

GENERAL DESCRIPTION

The Advocate Coach/Supervisor provides professional staff support to CASA Volunteers to ensure that children involved with the CASA program receive sound advocacy and early permanency planning. The Advocate Coach/Supervisor is responsible for volunteer supervision, coordination of cases, and participation in volunteer training.

JOB RESPONSIBILITIES

- Ensuring the mission and goals of CASA of Bastrop, Fayette & Lee Counties are met
- Represent the organization with professionalism, personal integrity and a commitment to excellence at all times
- Implement and manage all areas of casework supervision:
 - navigation and professional protocol of the legal system;
 - demonstrate knowledge of each child's needs, case history and pertinent details of the case;
 - maintain case files in OPTIMA database system
 - following National and Texas CASA minimum expectations standards;
 - provide coaching, direction, guidance and support up to 30 assigned volunteers in accordance with CASA of Bastrop, Fayette & Lee Counties policies and procedures;
 - ensure effective communication between volunteers, CPS, the courts, attorneys and other relevant parties;
 - attend court hearings and citizen panel reviews with CASA Volunteers;
 - conduct CASA Volunteer evaluations;
 - provide information and referral services to the victims/or their caregivers;
 - accompany victims to every court hearing.
- Participate in program staffing related to child case and CASA Volunteer assignment
- Prepare and distribute case assignment documentation.
- Help develop on-going strategies for advocacy with CASA Volunteers.
- Track court dates.
- Assist in the evaluation of the program by maintaining statistics on child victims served.
- Attend conferences, seminars, and meetings as requested.

ACCOUNTABILITY

The Advocate Coach/Supervisor is hired by the Executive Director. The Advocate Coach/Supervisor reports directly to the Executive Director, who is responsible for his/her performance evaluations.

QUALIFICATIONS

1. Bachelor's Degree in social-service field or equivalent combination of education and experience preferred.
2. The ability to communicate with, supervise and empower volunteers to be effective in their roles.
3. The ability to work cooperatively with different types of personalities.
4. Knowledge and understanding of issues and dynamics within families in crisis, i.e., child abuse and neglect, family violence, deprivation, and cultural diversity.
5. English/Spanish fluency preferred.

January 2020