

Voices for Children / CASA

Job Description

Advocate Supervisor

General Description

The Advocate Supervisor provides professional staff support to VFC volunteers ensuring that children involved with the VFC program receive sound advocacy and early permanency planning. The Advocate Supervisor is responsible for volunteer supervision and coordination of cases.

Supervision

The Volunteer Coordinator is responsible to the Program Director of Voices for Children / CASA

Qualifications:

Bachelor's Degree in social work, education or psychology preferred.

Experience as a volunteer and with volunteer supervision preferred.

Duties

1. Volunteer recruitment and training

- a. Recruit, volunteers to be trained – assisted by Program Director
- b. Assist with training as requested by Training Specialist
- c. Attend all conferences possible through the National and AR CASA Association for the development of programs for volunteers.

2. Optima Database

- a. Insure that information in the Optima Database is kept up to date and is accurate.
 - i. All dates, contacts, new information, etc. should be entered within three business days of obtaining, including but not limited to information obtained
 - 1. On court dockets
 - 2. In court
 - 3. At staffings
 - 4. When visiting or attempting to visit parties
 - 5. When obtained by conversation with caseworker or other source
 - ii. All information pertaining to volunteers should be entered within three days of obtaining.
- b. Newly assigned cases are to be entered by the end of the third business day following assignment by Program Director.

3. Volunteer Supervision

- a. Case Management; including coordination, documentation, and matching/assigning VFC cases with appropriate volunteer.
- b. Make at least two monthly contacts with each of your assigned volunteer and require regular Optima updates from volunteer.

i. Regular is defined as within three days of obtaining information.

- c. Provide assistance and consultation as needed.
- d. Insure that volunteers are appropriate in dress and behavior in their dealings with the court, the child, other agencies, family members and attorney.
- e. Be available to go on foster home visits, to DCFS staff meetings, or on any other VFC appointments with volunteer. This may occur outside of business hours. Every effort should be made to accommodate volunteer's schedule.
- f. Attend all DHS/foster care court hearings.
- g. Attend FINS/Delinquency hearings for children assigned to you when volunteer is unavailable.
- h. Schedule court ordered reports and appearances by reminding volunteer two weeks prior to and again one week prior to court/staffing/due dates. In the event the volunteer does not submit report timely, you must prepare and submit report by deadline using information entered in Optima.
- i. Work weekly schedule around dependent/neglect court day(s).
- j. Consult with Program Director if there are personnel problems with volunteers that require intervention.
- k. Conduct annual review of assigned volunteers. Review date should be within two weeks of anniversary date.

4. Program

- a. Provide public education about the program, including speaking engagements, if requested by Program Director.
- b. Assist with grant preparation - as needed.
- c. Attend continuing education conferences as indicated

5. Any Other Duties as Assigned