

ADVOCATE SUPERVISOR

Court Appointed Special Advocates (CASA) of Brown County

CASA of Brown County Mission: We empower children, youth and young adults who have experienced abuse or neglect by partnering with volunteers to provide court-appointed advocacy and supportive mentoring to create lasting and positive change.

CASA of Brown County Vision: A community where those who have been impacted by the child welfare system feel safe, valued, and have the tools to thrive.

CASA of Brown County Values: Adaptability, Collaboration, Integrity, Quality, Respect, Service and Stewardship.

Summary

The Advocate Supervisor position provides ongoing guidance and support to assigned CASA volunteers and coordinates cases, ensuring that children appointed to the CASA program by the court receive appropriate services and timely permanency planning. The Advocate Supervisor is responsible for coordination of all aspects of assigned cases and volunteer activities. This position is full-time (40 hours per week) and located in Green Bay, Wisconsin.

Qualifications

Bachelor's degree, preferably in a related field, such as psychology, human services and/or social work.

Computer proficiency, including the Microsoft suite, and other programs necessary for completion of duties.

Excellent listening, note taking and communications skills, both oral and written.

Strong motivation and organizational skills.

Ability to multi-task and handle timelines efficiently.

Ability to work collaboratively and relate positively and professionally with all persons associated with CASA of Brown County, including CASA volunteers, judges, attorneys, social workers, caregivers, and children.

Ability to work independently and demonstrate a high level of initiative and consistent, timely follow through.

Willingness to work flexible hours, including evenings and occasional weekends.

Commitment to continuous learning and professional growth.

Passion for the mission of CASA and working with volunteers.

Duties and Responsibilities

Completes the National CASA/GAL Association for Children pre-service curriculum.

Supports volunteers as they advocate for children and coordinates cases according to the National CASA/GAL Association for Children quality standards, which includes:

- Supporting CASA volunteers and coordinating all aspects of assigned cases.
- Preparing and distributing case assignments, including notification paperwork.
- Reviewing and orienting assigned CASA volunteers to new cases and maintaining the schedule of court activities to inform volunteers.
- Accompanying CASA volunteers on all first visits and agency meetings, court hearings and other visits and meetings as necessary.
- Coordinating frequent contact (at least monthly) with each assigned CASA volunteer and maintaining a tracking system of all contacts.
- Maintaining required written and electronic documentation accurately and in a timely manner.
- Assisting CASA volunteers with drafting and filing monthly reports to the judge.
- Providing regular updates to their assigned supervisor on case and volunteer activities.
- Reporting challenges in a timely manner to their assigned supervisor for coordinated response.
- Monitoring and tracking required continuing education activities of CASA volunteers.
- Maintaining confidentiality regarding all cases and involved parties.

Participates in ongoing volunteer retention and recognition efforts.

Assists with volunteer recruitment efforts.

Assists with the training of new CASA volunteers, continuing education opportunities, swearing in ceremonies and volunteer appreciation activities.

Provides case coverage for CASA volunteers during absences and other Advocate Supervisors as needed.

Participates in professional development activities.

Completes other duties as assigned.

CASA of Brown County follows an equal opportunity employment policy, and employs personnel without regard to race, creed, color, religion, national origin, gender, sexual orientation, age, physical or mental disability, veteran status, marital status, or any other consideration made unlawful by federal, state or local law, ordinance or regulation.

Please send a resume and cover letter to careers@casabc.org to apply.