

## **ADVOCATE SUPERVISOR**

### **Court Appointed Special Advocates (CASA) of Brown County**

**CASA of Brown County Mission:** CASA of Brown County is a volunteer based nonprofit organization that provides a voice for abused and neglected children who are under the legal protection of the court system. We recruit, train and support citizen volunteers who are appointed by the court to advocate for the best interests of children until the case closes and permanency is achieved.

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

#### **Summary**

The Advocate Supervisor position coordinates cases and provides ongoing guidance and support to assigned CASA volunteers, ensuring that children assigned 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.

Manages a caseload of CASA volunteers according to the National CASA/GAL Association for Children quality standards, which includes:

- Coordinating all aspects of assigned cases, and preparing and distributing case assignments, including notification paperwork.

- Reviewing and orienting assigned CASA volunteers to new cases and maintaining the schedule of court activities.
- 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 reports to the assigned supervisor on case and volunteer activities.
- Reporting challenges in a timely manner for coordinated response with the assigned supervisor.
- 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.

*To apply, please send a cover letter and resume to Associate Director Nicole Ronk at [nicole@casabc.org](mailto:nicole@casabc.org).*

*CASA of Brown County provides benefits, including health, vision and dental insurance, a short-term and long-term disability plan, a Simple IRA program matched by CASA of Brown County, an employee assistance program, mileage reimbursement, Paid Time Off (PTO) and 11 paid holidays.*

*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.*