

## **ADVOCATE SUPERVISOR**

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

**Mission:** CASA of Brown County is a volunteer based nonprofit organization that provides a voice for abused and neglected children under the legal protection of the court system.

#### **Job Summary**

The Advocate Supervisor position monitors and provides support to CASA volunteers, ensuring that children assigned to the CASA program receive appropriate services and timely permanency planning. The Advocate Supervisor reports to the Associate Director and is also responsible for coordination of all aspects of assigned volunteer activities and cases. This position is full-time and located in Brown County.

#### **Qualifications**

Bachelor's degree in related field.

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

Excellent communications skills, both oral and written.

Ability to relate positively and professionally with CASA volunteers and all persons involved in the CASA program, including judges, attorneys, social workers, agency personnel, 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 occasional evenings and weekends.

Passion for the mission of CASA.

#### **Duties and Responsibilities**

Assists with volunteer recruitment efforts.

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

Participates in assignment of new CASA volunteers.

Prepares and distributes case assignment and notification paperwork and orients assigned CASA volunteers to new cases.

Accompanies CASA volunteers on all first visits and initial agency meetings, and other visits and meetings as necessary.

Maintains frequent contact (at least monthly) with each assigned volunteer and keeps a tracking system of all contacts.

Maintains required written and electronic documentation.

Assists volunteers with drafting of monthly reports to the judge.

Provides regular reports to Associate Director on all case/volunteer activity and reports challenges in a timely manner for coordinated response.

Monitors required continuing education activities of CASA volunteers.

Recognizes CASA volunteers verbally and in writing for their contributions on an ongoing basis.

Promotes community awareness and understanding of the CASA program.

Completes other duties as assigned.

Please send a cover letter and resume to Executive Director Kristin Jacobs at [kristinj@casabc.org](mailto:kristinj@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, Paid Time Off (PTO) and 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.*