



**Position Title: Advocate Supervisor**

**Compensation: \$22-25/hour with benefit package**

**Job Type: Full time 40 hours per week, flexible schedule, non-exempt**

**Reports to: Program Director**

**Summary**

The Advocate Supervisor is responsible for providing on-going education, support, and supervision to assigned CASA volunteers and for the administrative case management of open court cases.

**Job Description**

- Have sufficient knowledge of each case to provide supervision
- Work one-on-one with each volunteer to ensure advocating for the child's best interests.
- Evaluate the volunteer's performance in the fulfillment of his/her duties annually
- Provide support or intervention to the volunteer
- Monitor compliance of Court orders
- Coordinate and set up telephone calls, meetings, and case conferences with Child Welfare staff, attorneys, and others team members
- Enter case notes in the database
- Attend case supervision and staff meetings
- Attend various trainings, conferences, and seminars to enhance professional growth and development
- Other duties as assigned by the Program Director

**Qualifications**

CASA seeks a candidate with excellent interpersonal skills, proficiency in Microsoft Office, and experience with caseload management. This position requires skills normally acquired through a bachelor's degree in a related field and two or more years of relevant work experience.

Please send a cover letter and resume to [nperotti@slocasa.org](mailto:nperotti@slocasa.org)

SLO CASA is highly committed to diversity and a workplace environment that respects, appreciates, and values employees from all backgrounds; candidates of color are strongly encouraged to apply. SLO CASA is an equal employment opportunity employer. SLO CASA's policy is to not discriminate against any applicant or employee based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, or any other basis protected by applicable federal, state, or local laws. SLO CASA also prohibits harassment of applicants or employees based on any of these protected categories.