Position Title: Advocate Supervisor
Compensation: $28-30/hour starting range DOE, with benefit package. Additional bilingual stipend if qualified.
Job Type: Full-time 40 hours per week, flexible schedule, non-exempt
Reports to: Program Director

Position Summary

The Advocate Supervisor is responsible for recruiting, training, supporting, and supervising Court Appointed Special Advocate (CASA) volunteers who advocate for children and youth involved in the juvenile dependency court system. The Advocate Supervisor ensures that each child assigned to CASA receives consistent, high-quality advocacy focused on safety, permanency, well-being, and the child's individual needs.

The Advocate Supervisor manages a caseload of CASA volunteers, providing ongoing guidance, case consultation, advice, and support. The position works closely with CASA volunteers, children and youth, parents and caregivers, social workers, attorneys, court personnel, schools, service providers, and other community partners.

Bilingual (Spanish) preferred not required.

Job Description

- Recruit, train, and support CASA volunteers in accordance with program standards.
- Supervise and provide ongoing consultation to a caseload of CASA volunteers and their assigned cases.
- Monitor volunteer activity, case progress, required documentation, and compliance with CASA policies and court requirements.
- Ensure court reports are accurate, timely, objective, and focused on the best interests and needs of the child.
- Assist volunteers in preparing for court hearings and understanding court orders and case plans.
- Maintain accurate and timely case documentation in accordance with program policies. Work one-on-one with volunteers to ensure advocacy for the child's best interests.
- Evaluate the volunteer's performance in the fulfillment of his/her duties annually.
- Provide support, advice, or intervention to the volunteer.
- Develop and maintain collaborative relationships with child welfare professionals, attorneys, schools, behavioral health providers, caregivers, probation, and other community partners.
- Coordinate telephone calls, meetings, and case conferences with Child Welfare staff, attorneys, and other team members.
- Represent CASA professionally within the child welfare and broader community.
- Maintain an understanding of local resources and emerging needs affecting children and families involved in the dependency system.
- Attend case supervision, staff meetings, and court.

- Attend various trainings, conferences, and seminars to enhance professional growth and development.
- Maintain confidentiality and comply with all applicable laws, court requirements, CASA policies, and organizational procedures.
- Other duties as assigned by the Program Director or Executive 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. Bilingual (Spanish) preferred.

Please send a cover letter and resume to nperotti@slocasa.org

This job description is not intended to be all-inclusive. CASA reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE INFORMATION: To comply with the Americans with Disabilities Act and other applicable laws ensuring equal opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless an undue hardship, direct threat to health and safety or other job-related consideration exists.

CASA of San Luis Obispo County is an equal opportunity employer and does not discriminate on the basis of ancestry, age, color, disability (physical or mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion (including religious dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, or request for FMLA.