



## **CASA of Harford County**

101 South Main Street, Suite 303 • Bel Air, Maryland 21014

410-638-4938 • 410-420-6740 (Fax) • [www.casaofharfordcounty.org](http://www.casaofharfordcounty.org)

**CASA of Harford County is currently looking for an Advocate Supervisor. This position will be 20 hours/week. Benefits are not included.**

To inquire please call Ross DiEdoardo at 410-638-4938 or email [rpdiedoardo@harfordcountymd.gov](mailto:rpdiedoardo@harfordcountymd.gov)

## **Job Description: Advocate Supervisor**

### **General Description**

The Advocate Supervisor provides professional staff support to Court Appointed Special Advocates ensuring that children court assigned to a volunteer advocate receive sound advocacy and appropriate permanency planning. The Advocate Supervisor is responsible for advocate supervision and the coordination of cases assigned. This position will require the individual to be able to take a coaching approach to the supervision of assigned advocates, building on their strengths. The Advocate Supervisor also assists the Director with recruitment and training activities, event planning as well as other office work as needed. This position is a grant funded position and its continuation is dependent on continued receipt of grant funds.

### **Qualifications**

1. Bachelor's degree in a social service or other clinically oriented discipline or related field. (Prior work as a CASA volunteer could be substituted for the educational requirement.)
2. A minimum of two (2) years' experience in the field of child abuse and neglect in some capacity.
3. Prior experience in supervision of volunteers/staff is preferred.
4. An understanding of the needs of abused and neglected children in the foster care system.
5. Ability to communicate, both orally and in writing, with a broad segment of the community.
6. Ability to provide training to adult learners using established curricula.
7. Ability to communicate with and supervise volunteers, and work with different types of personalities.
8. Knowledge of and understanding of issues and dynamics within families relating to child abuse and neglect.
9. Familiarity with database and word processing programs.

### **Supervision**

The Advocate Supervisor will be responsible to the Director of CASA of Harford County.

## **Job Functions/Duties**

*The following examples of duties are not intended as a comprehensive list of job functions/duties performed by this position. The following are a representative summary of the major duties and responsibilities.*

1. Assist in recruiting, screening, interviewing and training of new advocates.
2. Provide on-going supervision to CASA advocates conducting face- to-face supervisory conferences at least quarterly.
3. Do annual CASA evaluations.
4. Work with assigned advocates to plan a strategy for their case(s).
5. Maintain case files for each assigned case.
6. Review and distribute court reports in a timely manner.
7. Attend Court hearings with advocates and track court dates.
8. Provide assistance and guidance for advocates as needed or requested.
9. Assist Director with training new advocates and with scheduling and supervising on-going training for current advocates.
10. Assist and participate in fundraising events and opportunities as necessary at the direction of the Director.
11. Assist in staffing fairs and other events for advocate recruitment and publicity.
12. Assist with advocate appreciation events.
13. Attend conferences, seminars and meetings as requested by the Director
14. Handle all correspondence as it relates to meetings and Court proceedings.
15. Occasional weekend and evening hours will be required throughout the year.
16. All other duties as assigned.