



CASA of Essex Advocate Supervisor

Position Overview

CASA of Essex County is seeking to fill an Advocate Supervisor position to support the organization's efforts to supervise volunteers throughout Essex County.

CASA of Essex County is a nonprofit organization whose mission is to promote the welfare of children who have been removed from their homes because of abuse and/or neglect by providing a safety net of support, advocacy and mentorship. CASA recruits, trains and supervises volunteers to speak up for the best interests of children in and out of court, to ensure that each child has the opportunity to thrive by receiving needed services and assistance while helping to move the child towards a safe and permanent home.

The Advocate Supervisor is responsible for the coordination, coaching, and support of volunteer advocates. The Advocate Supervisor provides guidance and support to volunteer advocates as they work toward permanence for children and see that their needs are met while they are in foster care. The Advocate Supervisor will develop and maintain professional relationships with all interested parties including the judges, the court, the court staff, the lawyers, and state and community agencies.

This is a unique opportunity for a passionate and motivated individual interested in supporting and coaching volunteers who are advocating for the needs of children of Essex County in foster care.

Duties and Responsibilities:

- Maintain organized, accurate and up-to-date physical and electronic case records in compliance with organization protocols, ensuring data integrity for reporting needs.
- Supervise up to 30 volunteer advocates.
- Support volunteer advocates in the completion of court-mandated duties, including, but not limited to, developing, and submitting monthly contact logs, court reports and case plans and participating in court hearings and case meetings.
- Exercise discretion and independent judgment to assist advocates in creative problem solving, utilizing organization and community resources as well as ensuring accuracy and consistency.
- Facilitate and mediate relationships between advocates and professionals, family members, and others as needed.
- Other non-related responsibilities and tasks as required by the Program Director and Organization may be assigned from time to time.

Qualifications and Requirements:

- Bachelor's degree in education, business, human resources, information technology, or related field.
- Experience in the fields of social service, juvenile law, education, and volunteer program management and/or case management preferred.
- Knowledge of direct service experience supporting youth in foster care strongly preferred.

- Comfortable with learning and utilizing new software programs.
- Strong written and verbal communication skills.
- Spanish speaker a huge plus.
- Competence in Microsoft Word, Excel, and Outlook programs.
- Flexibility with hours, including some evenings and weekends, with an ability to independently manage one's workload and schedule.
- Demonstrated respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability or gender and experience working with culturally diverse populations.
- Ability to maintain confidentiality and exercise diplomacy and discretion in communication with others.
- Must complete CASA Volunteer Advocate Training.
- Must pass a comprehensive background check.

Interested candidates should email their resume to jobs@casaessex.org.

CASA for Children of Essex County provides equal opportunities to all employees, volunteers and applicants without regard to race, color, religion, sex, national origin, age, or disability.