



Full time Advocate Supervisor (AS)

CASA Kendall County is a nonprofit membership organization, which advocates for the best interest of children who have experienced abuse and neglect. We train and support dedicated community volunteers who serve to protect a child's right to a safe and permanent home. We are the child's voice in court.

General Description:

The Advocate Supervisor (AS) provides support, oversight and guidance to CASA (court appointed special advocate) Kendall County volunteers, ensuring that children involved with the CASA Kendall County (CASA) program receive sound advocacy and proactive permanency planning. The AS is responsible for assisting the Advocacy team with the screening and training of new advocates and the continuing education, management, and development of existing advocates.

Responsibilities:

1. Volunteer Support and Guidance:
 - Provide ongoing support and guidance to CASA volunteers in their advocacy efforts.
 - Conduct regular case reviews and meetings to assess the progress of each CASA volunteer and the well-being of the children they represent.
2. Training and Development:
 - Assist in the recruitment, screening, and selection process of new CASA advocates.
 - Coordinate and deliver training programs for new advocates to ensure they are well-prepared for their roles.
 - Organize and facilitate ongoing training sessions and workshops for existing advocates to enhance their skills and knowledge.
3. Case Management:
 - Appear on behalf of CASA on all cases assigned in court
 - Monitor and evaluate CASA volunteer caseloads to ensure effective case management and timely advocacy for children.
 - Collaborate with CASA volunteers, legal professionals, and other stakeholders to develop and implement proactive permanency plans for children in the program.
4. Documentation and Reporting:
 - Maintain accurate and up-to-date records of CASA volunteer activities, case progress, and outcomes within Optima.
 - Prepare and submit regular reports on program effectiveness and advocate performance to the Executive Director and relevant authorities.
5. Advocacy Program Enhancement:
 - Participate in strategic planning and development of the CASA program, offering insights and recommendations for improvement.
 - Stay informed about relevant laws, policies, and best practices in child advocacy and share this knowledge with CASA volunteers.

Qualifications:

- Previous experience in child advocacy, social work, education, or a related field.
- Knowledge of the legal system, child welfare, and relevant laws and regulations.
- Strong communication, interpersonal, and mentoring skills.
- Self starter with excellent organizational and time management abilities.
- Ability to work collaboratively with diverse teams and stakeholders.
- Dedication to the mission of advocating for children's well-being and safety.

Additional Requirements:

- Valid driver's license and access to reliable transportation.
- Background check and fingerprint clearance required.
- Ability to sit/stand for long periods of time

Accountability and Location:

The AS reports directly to the Executive Director who is responsible for his/her performance evaluations. The AS is expected to work from the CASA office at the Kendall County Health Dept when not in the field. Off site/work from home days can be pre-arranged as needed and if approved by the Executive Director..

CASA is an equal opportunity employer. A background check will be provided by the organization. CASA will reject any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose a risk to employees, volunteers/advocates, CASA youth, or to the CASA program's credibility. This position will be maintained on an as needed basis. A background check will be provided by the organization.

Employee Classification:

Full time 40 Hrs minimum per week

Full time with annual salary TBD

2 weeks paid vacation

Healthcare is not available at this time

Applicants may apply by submitting a resume, cover letter, 3 professional, and 3 personal references to CASA@kendallcountyil.gov.

Application deadline: November 1, 2023