



Employer: CASA of Kern County
Position: Advocate Supervisor
Status: Full-time; Non-exempt
Supervisor: Program Manager

Overview:

At CASA of Kern County, you will find a job your heart will love. You'll be part of a vibrant team making a difference in the lives of abused and neglected children every day.

CASA of Kern County began operations in 1994 to serve as an independent voice for the best interest of dependent children- abused, neglected, and abandoned children living in protective care in Kern County, California. Our mission is to recruit, screen, and train volunteers from communities throughout Kern County to serve as advocates in child protection proceedings. We also support and closely supervise the advocacy work of our volunteers throughout the duration of their assignments. CASA of Kern County's goal is to protect and insure each child's right to a safe, permanent home.

CASA of Kern County has recruited and trained over 1,300 Advocates and has served over 3,450 of Kern County's most vulnerable children.

We celebrate our values of respect, integrity, and dependability. Our staff and volunteers are our highest priority, and we provide sensitivity and flexibility in our support to them. We acknowledge the need to understand, respect, and value diversity and are committed to creating an inclusive and welcoming environment and network. We seek champions for our mission and those committed to excellence.

Position Description:

The role of an Advocate Supervisor at CASA of Kern County primarily focuses on the coaching and supervising of our Advocates. The Advocate Supervisor assists assigned Advocates with court reports, develops case plans in conjunction with the Advocates, and serves as a role model and support person for our volunteers.

Essential Job Duties & Responsibilities:

- Supervise a CASA caseload of up to 40 cases, however, the number may fluctuate based on the type of cases.
- Establish contact with all CASAs on a minimum of a monthly basis and maintain detailed records concerning all contacts with CASAs and other parties involved in a child's case.
- Monitor unassigned cases and documents in Optima.
- Participate in assigning cases (match Advocates to cases) and monitor unassigned cases.
- Review social worker reports and orient assigned Advocates to new cases.
- Develop case plans with assigned Advocates.
- Assist assigned Advocates with court reports and accompany them to court hearings, as needed.
- Provide ongoing case management and first-line supervision of assigned Advocates, including monitoring for file and case compliance.
- Attend and support CASAs at Treatment Team meetings, Team Decision Making meetings, Individualized Education Program meetings, and other case-related meetings that occur.
- Act as a liaison between the program and professional community, assisting with communication between agencies and assigned Advocates.
- Work on special projects, as needed (training, continuing education, etc.).

- Conduct annual evaluations with each volunteer and provide a written record of the evaluation in the volunteer's file.
- Participate in the screening of volunteer candidates, as well as interviewing and all other aspects of the selection process, as needed.
- Attendance at all staff meetings, CASA graduation ceremonies, and other related events.
- Some traveling may be required including a commute throughout Kern County (this includes Eastern Kern County communities).
- Provide regular reports to the Program Manager as directed.
- Responsible for obtaining and maintaining confidential information.
- Perform other additional job duties, as assigned.

Qualifications & Requirements:

- Bachelor's degree or equivalent in education or a related field; and/or experience in child abuse and juvenile dependency preferred.
- Must have a valid/current California driver's license.
- Ability to commute daily to CASA of Kern County's office location in Bakersfield, CA.
- Strong communication skills, both verbal and written.
- Self-motivated.
- Ability to work interdependently, independently, and with direction.
- Ability to provide direction and lead others.
- Strong organizational skills – detail oriented.
- Ability to function in a fast-paced environment.
- Ability to lead others in working in a stressful and sometimes unpredictable environment; skilled in handling crisis situations without overreaction or loss of objectivity.
- Experience and capability of using various computer applications such as Microsoft Office, word processors, spreadsheets, and databases.
- Demonstrated ability to work well with a diverse group of people.
- Ability to work a flexible schedule to accommodate the needs of the advocates, as needed.
- Must be able to pass a criminal background check.
- Ability to accommodate a flexible work schedule.

Physical & Mental Work Requirements:

- The work is performed predominantly in an office environment and at indoor event locations, operating typical office equipment, with limited exposure to extreme temperatures.
- The physical job tasks require extended sitting at a desk and operating office equipment, including a computer and phone.
- Tasks require the ability to sit, stand, talk, hear, and use hands to operate a computer and phone.
- Vision abilities include close vision requirements due to computer work.
- The physical requirements also include occasional standing for training and promotional events.
- The role may require the occasional lifting and carrying of up to 20 pounds for short distances.
- Occasional walking and driving required.
- Mental requirements include communication with Diverse People, Problem Solving, Decision Making, Supervision, Data Interpretation, Speaking Publicly, and Regular Interaction and collaboration with both co-workers and people in the community.
- The employee must also be able to handle the stress of working with abused and/or neglected children.

Work Schedule:

- Full-time employment. Shifts and work hours will be scheduled and assigned and may occasionally require availability on some weekends and evenings, as needed by Advocates.

This job description in no way implies that the duties listed are the only ones the employee is required to perform. The employee may be expected to perform other tasks, projects, and training as requested by their supervisor.

Benefits:

Our team members are our family, so we help our team care for their families. The rewards of joining CASA are extensive. We offer a comprehensive benefits package to all full-time employees. Here are some of the highlights:

- Health, dental, and vision insurance coverage.
- A 401(k) retirement plan with an employer match.
- Basic life insurance with 100% of the cost covered by the organization.
- Career development opportunities.
- Generous time off including 12.5 paid holidays and 15 PTO days.
- Team activities and events.

Equal Employment Opportunity Policy:

CASA of Kern County is an equal opportunity employer. The organization's policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disabilities, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military, veteran status, or any other consideration made unlawful by any federal, state, or local law or regulation.