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Decatur, IL 62523  
(217) 428-8424

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## Advocate Supervisor

### **General Description:**

The CASA Advocate Supervisor provides professional staff support to the CASA volunteers and supervises each volunteer and case to which they are assigned. The CASA Advocate Supervisor is responsible for attending court hearings, administrative case reviews and meetings, as necessary. The CASA Advocate Supervisor is responsible for ensuring all the children to which they are assigned to receive sound advocacy.

### **Qualifications:**

High School Diploma with 2 years of social service experience  
Associate's degree: Human services, social services or related field  
Preferred: Bachelor's Degree: Human services, social services or related field  
Efficient oral and written communication skills  
The ability to work with culturally diverse individuals  
Knowledge and understanding about child abuse and neglect  
Commitment to CASA's mission and vision

### **Accountability:**

The CASA Advocate Supervisor is hired by the CASA Executive Director and Program Manager. The CASA Advocate Supervisor is immediately supervised by the Program Manager.

### **Responsibilities:**

Complete the initial and ongoing CASA training, as assigned by the Executive Director  
Assist in recruiting, screening and training new CASA volunteer advocates – a minimum of four hours a month dedicated to recruitment.  
Maintain caseload assigned by supervisor:

- Meet with volunteer advocate monthly if one is assigned
- Be an active CASA volunteer advocate when one is not assigned
- Provide assistance and consultation for volunteer advocates when requested
- Attend administrative case reviews, family meetings, and any other stakeholder meetings for each case
- Attend all court hearings for your caseload
- Enter all documentation into database within 2 business days
- Read, critique and submit CASA volunteer advocate court reports
- Complete all court reports four weeks before hearing and submit to Program Manager

Review new cases and assign volunteer advocates to cases, in conjunction with the Program Manager  
Participate in evaluations of CASA volunteer advocates  
Sign in/out when leaving for visits – keep on outlook calendar  
Outlook Calendar shared with office manager and program manager  
Other tasks as assigned on an as needed basis

Other Requirements:

Current vehicle insurance on file at all times – mileage will not be paid if current insurance is not on file  
Current driver's license on file at all times – mileage will not be paid if current driver's license is not on file

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Advocate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date