

**CAN Council Saginaw County
Advocate Supervisor (CASA)- Full time
Job Description**

Position Summary: Advocate Supervisor shall assist the CASA Program Director in sustaining the overall CASA Program. The Advocate Supervisor shall supervise no more than 30 CASA Volunteers. The Advocate Supervisor shall report to the CASA Program Director and comply with directives of the CASA Program Director.

Supervised by: The CASA Program Director of the Child Abuse & Neglect Council of Saginaw County

Qualifications:

1. Bachelor's degree in Social Work, Criminal Justice or related studies
2. Minimum of 3 years of work related experience
3. Knowledge of or willingness to learn the trends in the field of child welfare and permanency planning for children
4. Knowledge of or willingness to learn the dynamics of child abuse and neglect
5. Good written and oral communication skills
6. Good interpersonal skills
7. Experience in planning and providing training to adults
8. Experience in planning, organizing and supervising a program or staff
9. Interviewing and assessment skills
10. Knowledge of Microsoft ACCESS and Word helpful

Duties:

1. Plan methods of recruiting appropriate volunteers
2. Distribute volunteer recruitment materials
3. Conduct recruitment, screening, and train and CASA volunteers
4. Supervise and manage volunteer caseload (not to exceed 30 volunteers). Management of volunteers (COMET, all reports, court hearings, etc.)
5. Contact community groups and organizations to arrange presentations on CASA programs for the purpose of recruiting volunteers and increasing community awareness of the program
6. Screen volunteer applications as they are received
7. Schedule and conduct interviews to determine suitability of the applicants
8. Arrange and conduct pre-service training for CASA volunteers
9. Arrange and conduct in-service and ongoing training
10. Plan and arrange volunteer recognition events
11. Evaluate effectiveness of volunteer recruitment, training, assignment, and recognition efforts.
12. Supervise volunteers in completing record keeping tasks
13. Work with the other CAN Staff and the Executive Director of the CAN Council as a member of the prevention team.

All employees of the CAN Council will strive to abide by the Guiding Principles as established in July 2004 and are attached to this job description.

I, _____, have been given a copy of the job description and employee manual. These documents have been explained to me, and I agree to abide by them as a condition of my employment with the Child Abuse and Neglect Council of Saginaw County.

Advocate Supervisor

Date