



**CASA of the Northern Bluegrass Region**  
527 Centre View Blvd.  
Crestview Hills, KY 41017  
Ph. 859-426-2030 Fax: 859-331-0929  
<http://casaforkidsnky.org>

## **CASA Advocacy Supervisor Job Description**

### **Mission**

The mission of CASA of the Northern Bluegrass Region is to provide court-appointed volunteer advocacy to children that have experienced abuse and neglect in the Kenton, Campbell, Pendleton, Harrison, Carroll, Owen, & Grant County family court system so that they can thrive in safe, permanent homes.

### **Vision**

A community where every child who has experienced abuse and neglect lives and thrives in a safe, caring, and permanent home.

### **Values**

- Integrity – We provide services in a manner that builds trust, promotes honesty, encourages fairness, and upholds high ethical standards.
- Collaboration – We maintain open communication and engagement with all volunteer advocates and community partners to carry out our mission.
- Professionalism – We work in a respectful and considerate manner always focused on being prepared, competent and committed to excellence.
- Inclusiveness – We suspend judgement by being accepting, open minded and sensitive to our biases to promote unity.
- Resiliency – We persevere and overcome adversity by recognizing and building strengths in ourselves and others.
- Stewardship – We are responsible, transparent, and accountable to those who entrust us with their time and resources.
- Compassion – We serve others with heart and genuine care for the best interest of the child.

### **Description:**

The Advocacy Supervisor will provide professional staff support to the CASA Executive Director and volunteer advocates in the areas of recruitment, training, volunteer supervision, case management and general office duties.

This is a full-time (37.5 hour) position that may require some evening and weekend hours to provide the needed support for CASA volunteer advocates. This includes evening trainings and the ability to take supervision calls after work hours and on weekends regarding cases as necessary. This position

requires working in the main office located in Kenton County and may require office hours in the program's satellite office in Grant County.

The position will cover supervision of volunteer advocates in Kenton, Campbell, Pendleton, Harrison, Carroll, Owen & Grant Counties, and travel to all seven county courthouses and home visits is a requirement.

**Qualifications:**

The Advocacy Supervisor shall have the following education, skills, and experience:

- A bachelor's degree is required with a preferential focus on a human service-related field such as social work, education, psychology, counseling, or criminal justice.
- Experience working with children or in a child welfare setting is preferred.
- Must have a true passion for serving children and families suffering traumatic, emotional, and behavioral difficulties.
- Must be sensitive and responsive to cultural differences which are present in the organization's service population.
- The ability to communicate, train, and support volunteers to be effective advocates.
- The ability to work cooperatively with different types of personalities and backgrounds.
- Knowledge and understanding of issues and dynamics within families relating to child abuse and neglect.
- Public speaking experience is helpful.
- Ability to problem solve effectively and professionally.
- Commitment to CASA's mission, vision, & values.

**Responsibilities:**

- Complete the 30-hour CASA pre-service training and background screening.
- Be knowledgeable of National CASA Standards & KY State CASA Statutes.
- Case data entry into the program's Optima database.
- Maintain 12 hours of continuing education yearly.
- Assist with recruiting, screening, and training new volunteer advocates.
- Review new cases and assign volunteers in consultation with the CASA Executive Director.
- Supervise up to 30 CASA volunteer advocates; provide case management ensuring volunteers comply with National CASA standards, policies, and procedures.
- Prepare and distribute case documentation including but not limited to CASA court reports, hearing summaries, case consultations, and volunteer advocates direct service paperwork.
- Submit required paperwork & reports for grant reports as directed by the Executive Director.
- Oversee updating and maintenance of case files in the office.
- Attend all court hearings with the volunteer advocates for the cases you supervise.
- Provide assistance and consultation for volunteer advocates as necessary.
- Assist CASA Executive Director with compiling monthly and yearly statistics regarding the volunteer advocates and cases.
- Assist with in-service training.
- Assist with fundraising events, volunteer recognition, or other special events.
- Provide office coverage as necessary.
- Administrative duties and other office duties as assigned by the CASA Executive Director.

**Position Compensation:**

- Salary is competitive and commensurate with experience. Will range from \$38,000 - \$42,000.
- IRA Retirement funds w/match available
- Vacation and PTO will accrue from the first day of employment, however, cannot be used until after 6 months of employment.
- The organization currently does not offer health insurance, but it may be an option in the near future.