Job Posting: Child Advocate Supervisor

Job Title: Advocate Supervisor
Organization: Chesterfield CASA
Employment Type: Full-Time
Reports To: Program Director
Work Schedule: Hybrid; some evenings and weekends required
Supervises: Volunteer Child Advocates

About Organization
Chesterfield CASA, the Court Appointed Special Advocates program, is a nonprofit organization that trains and supervises volunteers to advocate for abused and neglected children involved in the juvenile court system in Chesterfield-Colonial Heights. The CASA concept is based on the commitment that every child has the right to a safe, permanent home. Our CASA volunteers provide juvenile judges with a carefully researched background investigation of the child to help the Court make the best decisions about the child's future.

Position Overview
Chesterfield CASA is seeking a dedicated and organized Advocate Supervisor to coordinate, supervise, and support volunteer child advocates providing advocacy to children involved in child dependency cases. This position plays a critical role in ensuring high-quality advocacy by supporting volunteers through case management, training, and ongoing supervision. The Advocate Supervisor will assist with data management, court reports, and accompany volunteers to court hearings. This position works collaboratively with the Program Director, volunteers, and community partners to strengthen outcomes for child victims.

Key Responsibilities

Volunteer Advocate Supervision
- Assist the Program Director with assignment of cases to Volunteer Advocates
- Provide direct supervision and ongoing support to assigned volunteers
- Review new cases with volunteers and assist in developing investigation strategies
- Review and support the preparation of court reports
- Attend court hearings with volunteers
- Supervise and support up to 25 volunteers throughout the life of their cases
- Monitor volunteer engagement and case progress
- Conduct written evaluations of assigned volunteers

Case Management
- Retrieve case files from court and assemble office and volunteer case files
- Attend case meetings and emergency court hearings
- Ensure court reports are accurate and filed in a timely manner
- Maintain the program database system
- Ensure confidentiality of all case records and involved parties

Volunteer Training

- Participate in screening and interviewing volunteer applicants as needed
- Assist with volunteer pre-service and in-service training

Program Support

- Attend regular supervision meetings with the Program Director
- Attend weekly staff meetings
- Participate in staff development and training opportunities
- Conduct and participate in Volunteer Advocate recognition and retention activities

Community Collaboration and Outreach

- Present to community and civic organizations to recruit volunteers
- Attend community events for outreach and recruitment
- Collaborate with community professionals to enhance services for children who have experienced abuse or neglect
- Promote awareness of Chesterfield CASA's mission and activities

Administrative and Other Duties

- Complete general administrative tasks as required
- Perform other duties as assigned

Qualifications

- Excellent written and verbal communication skills
- Knowledge of and experience in child welfare and juvenile justice systems required
- Bachelor's degree required in social work or related field
- Prior experience working with a volunteer-based organization required
- Demonstrated passion for Chesterfield CASA's mission
- Successful completion of a criminal background check is required prior to employment.

Salary Range

- $50,000–$57,000 annually, commensurate with experience

Benefits

- Dental and vision insurance and ancillary benefits
- Paid time off, including holidays
- Retirement plan option
- Hybrid work schedule
- Professional development and training opportunities

How to Apply: Submit résumé and writing sample by email to chcasa@comcast.net.

Equal Employment Opportunity Statement

Chesterfield CASA is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability,

veteran status, or any other protected characteristic. We are committed to building a diverse and inclusive team and strongly encourage candidates from all backgrounds to apply.

Additional Information
This job description outlines the general nature and level of work expected. It is not intended to be an exhaustive list of all responsibilities, duties, or skills required.