



# CHESTERFIELD CASA

## Advocate Supervisor

**Status:** Exempt, Full-Time

**Supervises:** Volunteer Advocates

**Reports To:** Program Director

**Work Schedule:** Hybrid; some evenings and weekends required

**Travel Requirements:** Regular local travel required

### About Chesterfield CASA

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Chesterfield CASA (Court Appointed Special Advocates) is a nonprofit organization dedicated to advocating for the best interests of children who have experienced abuse or neglect in the juvenile justice and child welfare systems. Our trained volunteer advocates give abused and neglected children a voice in court and in the community, working to ensure every child has the opportunity for a safe, stable, and permanent home.

### Position Overview

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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

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#### 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
- Complete general administrative tasks as required

## 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

## Qualifications

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- Bachelor's degree required in social work or related field.
- Knowledge of and experience in child welfare and juvenile justice systems required.
- Prior experience working with a volunteer-based organization required.
- Excellent written and verbal communication skills.
- Successful completion of a criminal background check is required prior to employment.
- Must possess and maintain a valid Virginia driver's license and reliable transportation; local travel within the Chesterfield area and surrounding communities is required for meetings, court appearances, trainings, and community engagement activities.
- Commitment to Chesterfield CASA's mission and to the belief that every child deserves a safe, stable, and permanent home.

## Compensation

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### Salary Range

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

### Benefits

- Medical, Dental, and Vision insurance (covered at 50% by employer)
- Paid time off, including holidays
- Retirement plan option
- Hybrid work schedule
- Mileage Reimbursement
- Professional development and training opportunities

## How to Apply

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Submit résumé and writing sample or cover letter by email to [chcasa@comcast.net](mailto:chcasa@comcast.net) by June 15.

## Equal Opportunity Statement

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Chesterfield CASA is an equal opportunity employer committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, religion, sex, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by applicable law. All employment decisions are based on qualifications, merit, and the needs of the organization.

*Note: This job description indicates in general terms the type and level of work performed and responsibilities held by the position. Duties described are not to be interpreted as all-inclusive.*