



## CHILD ADVOCATES—DENVER CASA ADVOCATE SUPERVISOR

### Overview:

Child Advocates – Denver CASA is part of a national movement of organizations that train volunteers to serve child and youth victims of abuse and neglect. All of the children and youth served by Child Advocates – Denver CASA have an open dependency, neglect or truancy case with the Denver Department of Human Services. Many of them are placed in foster care, and separated from their families. CASA stands for Court Appointed Special Advocate and a CASA Volunteer works closely with the courts and human services and ensures that the needs of the child or youth are being met. CASA Volunteers, along with the other professionals on the case, focus on finding a permanent and safe home for the child or youth.

### Purpose:

To provide support for the Child Advocates—Denver CASA program by: Supervising volunteers focused on advocating for the needs of children in the child welfare system; monitoring and maintaining data on assigned cases and volunteers; assisting with general management of the program; implementing supplemental programs that benefit the CASAs and the child welfare community as a whole. **This is NOT a direct service role.**

### Diversity, Equity, Inclusion and Belonging:

Denver CASA continues to build a diverse and inclusive culture that encourages, supports, and celebrates the distinct voices of our employees, volunteers, board members and children served. We want every employee to feel valued and appreciated and bring their full authentic selves to work.

*Employees are currently working remotely with only scheduled time in the office until further notice. The majority of training will be remote.*

### Major Duties

#### Volunteer Supervision

- Responsible for all aspects of high quality Advocate supervision for 30-35 CASA Volunteers
- Ensure timely and efficient handling of Advocates' case assignment process, including supporting and/or participating with the CASA Volunteer in home visits, youth and family interactions and collaboration with professional team members
- Responsible for coaching adult volunteer Advocates on interacting and relationship building with children and youth ages 0-23.
- Responsible for on-going development of Advocates by providing strong, consistent supervision and direction for each Advocate individually

- Responsible for ensuring Advocates maintain National CASA standards of child visits, court reporting and data reporting
- Work in conjunction with the Program Director to incorporate new and upcoming trends in volunteer retention and supervision
- Accountable for maintaining an 85% retention rate with Advocates

#### **Data Maintenance**

- Daily maintenance of spreadsheets and Advocate records; Database management, review and reporting
- Accountable for regular reporting to the Program Director
- Work with each Advocate to ensure complete and timely reporting on outcome related information
- Track and accurately report on all case information including: case composition, demographics, court dates and changes to permanency plan

#### **General Program Support**

- Some expertise in related fields such as trauma, mental health and special education
- Assist Program Director with volunteer satisfaction and retention strategies
- Work with Program Director and the Community Engagement Manager to engage Advocates in organizational activities and opportunities

#### **Qualifications:**

Bachelors' degree preferred or 2 years of related experience

Bilingual in English and Spanish highly desirable

Experience working with children and/or youth

Work experience in human services, social work, public administration, law or related fields

Knowledge of juvenile court and social services systems preferred

Strong data input, management, analysis and reporting skills

Excellent communications skills

Ability to positively represent the organization in meetings with community stakeholders

Understanding of child welfare services in the community

Ability and willingness to work with volunteers and help them succeed

Must have a vehicle and ability to work remotely when necessary

Salary range \$45,000-50,000 commensurate with experience. Health, dental and vision benefits available. All Denver CASA employees are working remotely due to COVID-19 at this time, and Denver Juvenile Court is operating remotely. This may change as there are further developments with the virus.

Please submit resume and cover letter with salary requirements to Sally Vizas, Program Director, at [svizas@denvercasa.org](mailto:svizas@denvercasa.org). Please include Advocate Supervisor in the subject line. Resumes accepted until positions are filled. No phone calls, please.

**Child Advocates-Denver CASA is an equal employment opportunity employer and does not discriminate on the basis of race, color, sex, age, disability, religion, marital status, sexual orientation, gender expression,**

**national origin or any other protected characteristic. We seek a broad and diverse pool of candidates.**