



**JOB TITLE:** Advocacy Supervisor – Riverside County (Palm Desert Office)  
**REPORTS TO:** Assistant Program Manager, Coachella Valley  
**STATUS:** Full-time  
**PAY RATE:** TBD, Non-Exempt  
**LOCATION:** Palm Desert, California

Are you looking for a meaningful career in a position that allows you to make a difference in your community? Voices for Children is a respected, local nonprofit organization focused on fulfilling our mission to advocate for the needs of children in foster care. Consistently ranked in the top three CASA programs out of 1,000 nationwide, our team takes pride in serving our children with the highest level of excellence and care. Come to work at Voices for Children and you'll enjoy a friendly, warm culture with the following generous benefits for our full-time employees:

- Start out with 12 vacation days per year, 13 paid holidays, and an additional 5 days of paid time off after Christmas Day through New Year's Day
- A comprehensive, affordable benefits package to include several medical plan options (one plan is free for employees), vision, dental, flexible spending account, 403b plan for retirement savings, etc.
- A welcoming work environment
- Alternative work schedule option

### **About Us**

Voices for Children is the Court Appointed Special Advocate (CASA) program for San Diego and Riverside Counties. The mission of Voices for Children is to transform the lives of abused children by providing them with Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home, and to that end, our vision is to provide a CASA to every child in foster care who needs one, monitor every court file in the system, and advocate to improve the lives of San Diego County's foster children.

Recruited, trained, and supervised by VFC, our volunteer CASAs interface with key agencies, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs act as fact finders for the juvenile court judge to ensure decisions are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's unique needs are met.

### **About the Position**

An Advocacy Supervisor will: (1) ensure that the dependency children assigned to Court Appointed Special Advocate volunteers receive the advocacy they need; (2) ensure that the children's best interests are presented to the Court, by Court Appointed Special Advocates (CASAs); (3) ensure that the needs of the volunteers are met and that the volunteers are supported; (4) ensure that the policies and procedures of VFC are followed by all volunteers; (5) carry out all assigned responsibilities; (6) assist with volunteer recruitment and retention efforts; and (7) promote the mission of Voices for Children in the community.

## **Main Duties/Responsibilities**

- Maintain substantial knowledge regarding the CASA concept and Voices for Children policies and procedures.
- Sustain a working knowledge of court policies and procedures for the purposes of assisting CASAs in the advocacy of their assigned case children.
- Maintain an ongoing caseload involving a total of approximately 40-50 CASAs.
- Provide supervision and support to CASAs in the exercise of their duties.
- Establish at least monthly contact with all volunteers and maintain detailed records concerning all contact with volunteers and other parties involved in a child's case.
- Review, edit and approve the accuracy and appropriateness of the CASAs' court reports and related communications to the Court and agencies. Type, copy, and route reports as necessary.
- Conduct annual evaluations with each volunteer. Provide a written record of the evaluation in the volunteer file.
- Maintain accurate records concerning all cases.
- Attend and support CASAs at Treatment Team meetings, Child and Family Team meetings, Team Decision Making meetings, and Individualized Education Program meetings. Attend court hearings with or in place of CASA volunteers as necessary to advise the Court as to status of a child. Advocacy Supervisors do not appear in Court as a substitute for legal counsel, and do not offer legal advice or make legal arguments on behalf of children. Although Advocacy Supervisors will review CASA submissions to the Court, Advocacy Supervisors do not serve as counsel for children and do not prepare legal documents intended to secure legal rights for those children.
- Participate in case intake, case review, and the case matching/volunteer assignment process. In the conduct of case intake interviews and in all interactions with persons involved in the CASA process, Advocacy Supervisors must not provide information that could be construed as legal advice. If a request is made for information that could be construed as legal advice, Advocacy Supervisors should refer the requestee to counsel for the child.
- Staff a regional VFC office in Riverside County under the supervision of the Assistant Program Manager.
- Facilitate a monthly "small group" meeting for volunteers in rotation with other program team staff.
- Provide support to other Advocacy Supervisors and the volunteer recruitment and training staff as needed and as assigned by the Assistant Program Manager and/or Executive Director, including but not limited to, presenting information sessions and conducting volunteer interviews.
- Facilitate and/or instruct volunteer training.
- Participate in the volunteer candidate interview, screening and selection process.

- Participate in development and evaluation of volunteer training and continuing education curriculum.
- Serve as a peer mentor to other VFC staff.
- Assist in the implementation and evaluation of the VFC strategic plan.
- Provide support to the Assistant Program Manager and the Executive Director.
- Serve on internal and external committees and/or working groups as needed.
- Continually work to further the Mission and Vision of Voices for Children.
- All other duties as assigned by Voices for Children’s program management and/or executive leadership team.

### **Education/Skills**

- A college degree is preferred but may be substituted with significant and relevant experience in volunteer management, social work, case management, program development, or related field in the public and/or non-profit sector. No legal training or background is required.
- Must be able to work in a team environment.
- Proficiency with current Microsoft Office Suite, including Excel, Word, and Outlook is required;
- Must have access to an automobile for local travel. Valid California driver license and automobile insurance required.
- Must meet all screening requirements as set forth in the California Rules of Court, Rule 5.655.

### **Work Schedule**

Standard work week is 40 hours; however, employees are expected to work any additional time necessary to meet deadlines and complete assignments. Evenings and weekends may be required. Additional hours are subject to overtime pay. The VFC office is open for business Monday through Friday: 8:00 AM to 5:00 PM.

### **Physical Requirements**

- Able to sit for prolonged periods of time
- Able to sit at a desk and view a computer screen for up to two hours
- Able to speak into and use a telephone for long periods of time

### **Work Environment**

- Professional office environment
- Fast paced working with multi-level distractions

### **Special Conditions**

- Able to work extended hours as needed, with some nights and weekends required during special events
- Frequent travel throughout Riverside County and occasional travel to San Diego county.

## **How to Apply**

Please go to the following link: <https://jsco.re/2twi6> and click “Apply for this Job” to apply. No phone calls, please. Position open immediately and will remain open until filled.

NOTE: Your application should include:

- Cover letter
- Resume
- An essay of no more than 500 words describing a difficult decision you have made recently & how you made that decision

You can only upload one file; you can include your essay in the same file as your resume. Please also remember to include a cover letter where indicated. Thank you!

The person who is offered the position will undergo a background check, including a DMV record review, FBI and DOJ fingerprinting, and a check of the Child Abuse Central Index. Our hiring process includes an initial phone interview and at least three in person interviews with current VFC employees. We offer a competitive salary with full benefits. Please submit all application materials to be considered.

*Voices for Children is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.”*