



CASA SUPERVISOR JOB DESCRIPTION

In a manner consistent with the mission and values of CASA for Children, the CASA Supervisor (CS) provides professional support to volunteer Court Appointed Special Advocates (CASAs). The CS assures that children served by the program receive sound advocacy and early permanency planning, in accordance with the Oregon Statute and federal laws and the policies of CASA for Children.

- Manages and supports up to 40 cases through consultation, problem solving, troubleshooting, feedback, guidance, evaluation, motivation, training, monitoring and preparation for court appearances.
- Monitors CASAs involvement in their cases and case activity, while assuring that organization policy and practice standards and sound case management practices are followed.
- Demonstrates knowledge of each case's history and pertinent advocacy issues.
- Releases or reassigns CASAs whose advocacy is inappropriate or detrimental.
- Represents the organization within the child welfare system, the juvenile court system and external community through participation in advisory groups, committees, and public relations activities as assigned.
- Participates in program implementation, evaluation and planning.
- Participates in the CS team meetings, including case staffings and assuring accountability and quality.
- Participates in training CASA volunteers, including evaluation of trainees.
- Provides input about program policy and interpretation including compliance with CASA for Children policies, Oregon CASA Association policies, and National CASA standards.
- Other duties as assigned by the Program Manager and/or Executive Director.

QUALIFICATIONS

An undergraduate degree in social work, psychology, human services, or related field and three years relevant experience is preferred. Commensurate education and work experience combination may be considered in lieu of an undergraduate degree.

EXPERIENCE

Experience in volunteer management, competence in and commitment to the field of child welfare or child and family services. A solid knowledge base regarding child abuse and neglect, advocacy, family dynamics, cultural issues, family court, and the social service system required. A demonstrated commitment to cultural competence is essential.

SKILLS

A commitment to continuing professional and personal learning is essential. Must demonstrate collaboration and leadership ability as well as have a sound understanding of the principles of volunteer management. Position requires excellent verbal and written communication and advocacy skills, ability to work well in a fast-paced and changing environment and the ability to handle multiple priorities. Ability to consult, problem solve and work collaboratively. Demonstrated competence in office software applications is essential, and Spanish speaker is a plus.