



CASA Supervisor

Agency:

CASA for Children of Multnomah, Washington & Columbia Counties (CASA for Children, Inc.)

Location:

1401 NE 68th Ave., Portland, OR 97213 at the Donald E. Long Juvenile Justice Center

Job Type:

Full-Time, Non-Exempt Employee

Years of Experience:

2+ years

Reports to:

Program Director

Salary:

\$40,000 based on 2080 full time hours. Compensation includes a generous benefits package including medical, dental, flex, disability and retirement plans.

Position Description:

The CASA Supervisor provides professional support to volunteer Court Appointed Special Advocates (CASAs). The supervisor 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.

Responsibilities include:

- Monitor, manage and support advocacy efforts for up to 40 CASAs through consultation, problem solving, troubleshooting, feedback, guidance, evaluation, motivation, training, monitoring and preparation for court appearances. Assure that CASA policy and practice standards are followed in each case.
- Proactively engage with CASA volunteers both in and out of the office to ensure a high-level of support and to enrich their volunteer experience.
- Work with the program director to release or reassign CASAs whose advocacy is inappropriate or harmful.
- Document CASA case activity and demographic information in agency data base as directed.
- Represent the organization in the community child welfare and juvenile court system through participation in work groups, committees and public relations activities as assigned.
- Participate in program implementation, evaluation and planning.
- Participate in CASA team and staff meetings.
- Participate in pre-service screening and training as well as continuing education for CASA volunteers.

- Be available to attend training, social or development activities during evening or weekend hours up to twice a month.
- Other duties as assigned by the Program Director and/or Executive Director.

Education & Experience Requirements:

- Undergraduate degree in social work, psychology, human services, or related field.
- 3-5 years experience in a field serving children or families.
- 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.

Required Knowledge, Skills & Abilities:

- Familiarity with the Juvenile Dependency System
- Case planning and review.
- Volunteer management.
- Ability to work as part of a team to achieve agency goals.
- Ability to handle multiple priorities in a fast paced work environment.
- Ability to work collaboratively with community partners and family members.
- Strong written and verbal skills.
- Ability to effectively utilize computer technology.
- Ability to maintain confidentiality and appropriate professional boundaries.

Application Procedure:

- Email resume, cover letter indicating where you heard about the job to: jobs@casahelpskids.org Re: **CASA Supervisor**
- **Deadline to apply: 5 pm, March 31, 2017.** Applicants are encouraged to apply early for the highest consideration, resumes will be reviewed as they are received.
- NO PHONE CALLS PLEASE

Agency Description:

CASA for Children recruits, trains and supports volunteer advocates for children who are victims of physical or sexual abuse, neglect, threat of harm of other criminal that is the basis for juvenile court dependency supervision in Multnomah, Washington, and Columbia counties.

CASA is proud to be an equal opportunity employer. We are committed to an environment that welcomes and supports diversity. We seek diversity of identity, thought, perspective, and background in our staff, board and volunteers.