



CASA Supervisor I–Multnomah County Job Posting

Who We Are and What We Do: Founded in 1986, CASA for Children is Oregon’s largest and longest serving CASA organization, representing Multnomah, Washington, Columbia, and Tillamook Counties and almost one-quarter of Oregon’s foster children. Through training and mentorship, we empower community members to stand up for abused and neglected foster children and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can.

**CASA is actively seeking to diversify our Staff
Individuals who represent BIPOC communities are encouraged to
apply**

Where You Will Work: The CASA office in the Juvenile Justice Center at 1401 NE 68th Ave., Portland, OR 97213.

This is an in-office position with flexibility for some remote work hours after 3 months of employment, and with approval from direct report. (including orientation and onboarding)

Who You Will Report To: Assistant Program Director – Program Operations

Position Type: Full time, Non-Exempt (hourly) Employee

Position Description: Through sustained, personal attention, a CASA Supervisor’s role is to support the volunteer CASAs while they accomplish their goal of creating positive change in children's lives. A CASA Supervisor works with the Assistant Program Director and Program and Legal Director to assure that children served by the program receive sound advocacy and early permanency planning, in accordance with state and federal laws and the policies of CASA for Children and National CASA.

What You Will Do:

- Support, manage and monitor advocacy efforts for 30 CASAs and up to 45 cases through consultation, problem solving, troubleshooting, feedback, guidance, evaluation, motivation, training, 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.

- Support CASA volunteers in being culturally responsive, understanding their biases and privilege, and being trauma-informed. Document CASA case activity and demographic information in CASA's Optima database and work with the program management to release or reassign CASAs whose advocacy is inappropriate or harmful.
- Supervise, support and manage volunteer advocates and their assigned cases. Assure that CASA policy and practice standards are followed in each case.
- Maintain monthly minimum contact with advocates, providing coaching, feedback and support tailored to their individual case and volunteer needs.
- Support CASA volunteers in being culturally responsive, understanding their biases and privilege, and being trauma-informed.
- Support advocates in the completion of court reports.
- Document CASA case activity and demographic information in the Optima database.
- Participate and collaborate with CASA staff to troubleshoot case concerns and implement solution-based ideas.
- Attend county specific continuing education for CASA volunteers.
- Attend trainings, social & development activities as needed to support the organization (virtual & in-person training).

Qualifications You Will Need:

- Education obtained either through **lived experience or a bachelors' degree in social work or a related field or a combination of the two**
- Experience in the fields of juvenile dependency, social service, juvenile law, and volunteer management or a related field **or lived experience or a combination of the two**
- Ability to work with written reports using Microsoft Word and Google Drive
- A commitment to advancing and modeling diversity, equity and inclusion

Knowledge, Skills & Abilities You Will Need:

- Create and maintain a team environment. Give and welcome feedback. Contribute to building a positive team spirit. Have the ability to build morale and group commitments to goals and objectives. Support everyone's effort to succeed. Assume the best of other people's actions.

- Planning/Organizing: Strong organizational and time management skills. Ability to multitask, set priorities, meet deadlines, and prioritize/plan work activities. Use time effectively - set goals and objectives and demonstrate independent timekeeping skills.
- Facilitate and mediate relationships between advocates and professionals, family members, and others as needed. Ability to maintain confidentiality and exercise diplomacy and discretion in communication with others
- Strong written and verbal skills with the ability to effectively utilize technology and software, including Gmail, Google Calendar, MS Office, Google drive and databases

Qualifications You Will Complete:

- Successfully complete criminal justice and Oregon Department of Human Services “ODHS” abuse registry background checks (*Note: Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.*)
- Proof of U.S. residency
- Complete the provided training program for CASAs in your first four months of employment
- Complete CASA’s “Knowing Who You Are” anti-bias, cultural competency training in your first six months of employment

Your Salary and Compensation:

This position starts **at \$43,000 (based on 2080 full time annual hours at ~ \$20.67/hr.)**. Compensation includes an employer paid benefits package with medical (including mental health coverage), **OR** an annual additional earnings stipend of ~\$8,510 with waiver of employer medical coverage (new hires must provide proof of medical coverage), employee assistance program, dental, vision, disability and life insurance.

Special Perks: Include a generous annual paid time off policy (PTO) that’s awarded upon hire. We have a PTO year-end holiday schedule to help with work/life balance for a total of 19 holidays given annually. CASA also provides a 401(k) retirement plan that matches employee deferrals up to 5% of salary

How You Can Apply: Send your resume and cover letter to jobs@casahelpskids.org noting **CASA Supervisor - Multnomah County**. Please let us know where you heard of the opening so we can gauge the success of our outreach efforts. This position will remain open until filled. We prefer not to receive phone inquiries.