



## CASA Teen Supervisor

**Who We Are and What We Do:** 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 for Children (CASA) supports nearly 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year 1,000 children will benefit from their tireless and tenacious work.

Ideal candidates will understand the importance of family as well as the impact of trauma. **They will also share our diversity, equity, and inclusion journey through personal learning and/or lived experience and have a willingness to support CASA's equity commitments. If this sounds like you, we would love to have you join our team.**

### **CASA is actively seeking to diversify our Staff**

**Individuals who represent BIPOC communities are encouraged to apply**

**Where You Will Work:** *This is an in-office position with flexibility for some remote work hours after 3 months of employment (including orientation and onboarding)*

The CASA office located inside the Juvenile Justice Center  
1401 NE 68<sup>th</sup> Ave., Portland, OR 97213

**Who You Will Report To:** Teen Program Manager

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

**Position Description:** Through sustained, personal attention, the Teen Supervisor's role is to support the volunteer CASAs while they accomplish their goals of creating positive change in children's lives. The Teen Supervisor works with the Teen Program Manager to assure 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.

### **What You Will Do:**

- Support, manage and monitor advocacy efforts for 30 CASAs 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 agency database and work with the Program Manager to release or reassign CASAs whose advocacy is inappropriate or harmful
- Supervision, support and management of 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 agency database
- Participate and collaborate with CASA staff to troubleshoot case concerns and implement solution-based ideas
- Participate in pre-service training as well as continuing education for CASA volunteers
- Attend training, 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 multi-task, set priorities, meet deadlines, and prioritize/plan work activities. Use time effectively - set goals and

- Facilitate and mediate relationships between advocates and professionals, family members, and others as needed
- Strong written and verbal skills with the ability to effectively utilize technology and software, including MS Office, Google drive and databases
- Ability to maintain confidentiality and exercise diplomacy and discretion in communication with others

**Qualifications You Will Complete:**

- Successfully complete criminal justice and DHS 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 ~\$7,449** 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 (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](mailto:jobs@casahelpskids.org) noting **CASA Teen Supervisor**. 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.