



## **CASA Supervisor – Multnomah County**

**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.

We are growing! With investment from foundation, corporate and individual funders as well as an increase in state funding, we are enhancing our ability to serve more children in the foster care system. We are in search of dynamic, thoughtful, and persistent individuals who are passionate about changing the lives of children.

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

**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:** Program Manager – Multnomah County

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

**Position Description:** Through sustained, personal attention, CASA volunteers create positive change in children's lives, providing children with hope, stability and opportunities to thrive in preparation for healthy, productive adult lives. A CASA Supervisor's role is to support these CASAs while they accomplish these goals.

### **Things You Will Get to Do:**

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

**Other 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 objectives and demonstrates independent timekeeping skills.
- 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

**Other Things You Will Need:**

- Successfully complete criminal justice and DHS abuse registry background checks (*Note: CASA checks the criminal background of potential volunteers and employees in an effort to create a safe environment for staff, volunteer advocates and for the children we serve. 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 (*depending on availability*)

**Your Salary and Compensation:**

This position starts at \$41,200 (based on 2080 full time annual hours at \$19.80/hr). Compensation includes a benefits package with medical (including mental health coverage), employee assistance program, dental, vision, disability and life insurance, retirement plan, and a generous paid time off and holiday schedule to help with work/life balance.

**Special perks:** Paid time off (PTO) is awarded so your PTO for the year is available upon hire, we take extra days off at the end of the calendar year (outside of PTO) for a total of 19 holidays given annually, and CASA provides a 401(k) 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 Supervisor - Multnomah County**. Please let us know where you heard of the opening so we can gauge the success of our outreach efforts. The deadline to apply is Wednesday, August 31<sup>st</sup> but we will be reviewing applications as we receive them so an interview pool could be chosen sooner if ideal candidates are found. We prefer not to receive phone inquiries.