



## Job Description

**Position:** Case Supervisor

**Reports to:** Assistant Program Manager/Program Manager

**Hours:** 40 hours/Salaried, Non-Exempt, Overtime Eligible. Some weekend and evening hours required.

**Mission:**

Court Appointed Special Advocates (CASA) provides a powerful voice and a meaningful connection for children who have experienced abuse, neglect, and abandonment.

**Vision:**

Every child in foster care has an advocate they can depend on to help them reach their fullest potential.

**Values:**

- We are **CHILD FOCUSED:** we put the good of the child first, always.
- We are **CONNECTORS:** we use the power of connection to optimize outcomes.
- We are **TENACIOUS:** we are relentless in our efforts to identify solutions and overcome obstacles.
- We are **ACCOUNTABLE:** we set goals, measure progress, and deliver results to our stakeholders.
- We conduct ourselves with **INTEGRITY:** we operate with character, honesty, consistency, and reliability.

**Description:**

Supervises and supports a caseload of volunteer child advocates and coordinates casework activities. Works directly with the Juvenile Court and Social Services Agency representing abused children. Assists with training and retention of volunteers.

**Responsibilities:**

- Participate in screening, training and retention of volunteers.
- Provide support and supervision for volunteers in their role as child advocates through a minimum of monthly contact and at least twice yearly face-to-face conferencing.
- Coach volunteers on efforts to establish a mentoring relationship with assigned youth.
- Coach volunteers on navigating the child welfare system and developing collaborative relationships with professionals involved in the case.
- Assist volunteers in the development of advocacy goals for the child.
- Assist volunteers in identifying services that are lacking in the child's life.

- Assist with the preparation of reports for the Juvenile Court and the development of recommendations related to placement, education, medical needs, and the emotional and behavioral well-being of the child as appropriate.
- Serve as liaison with social workers, attorneys, care providers and others.
- Maintain electronic case records and computerized data.
- Attend staff and case supervisor meetings.
- Evaluate and maintain files on volunteers and their current cases.
- Provide support for volunteers attending case meetings for the child.
- Manage specialized program components or projects as assigned.
- Monitor performance of volunteers and arrange counseling meetings as needed followed by recommendations regarding continued participation in the program.
- Additional duties as requested.

**Required Education:**

- High school diploma

**Qualifications:**

- Undergraduate degree in related field (sociology, psychology, human services, etc.) or commensurate experience.
- Leadership experience in a professional or volunteer role.
- Excellent written and oral communication skills.
- Strong technology skills to include Google Apps for Work, Microsoft Office, and general database experience.
- Knowledge of child abuse and the child welfare system and/or experience in volunteer management.
- Valid California driver's license and current car insurance.

**Preferred Qualifications:**

- Bilingual English/Spanish.
- Knowledge of community services addressing the needs of at risk children and families.
- Experience with or willingness to engage in public speaking.

**Benefits:**

Our team members are our family, so we help our team members care for their families. The rewards of joining CASA are extensive. We offer a comprehensive benefits package to all full-time employees. Here are some of the highlights:

- Healthcare/vision/dental insurance
- 403B
- Career development opportunities
- Generous time off package
- Team activities

**Salary:**

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Please forward a resume and cover letter by March 15 to Kim Pebbles at [jobs@casaoc.org](mailto:jobs@casaoc.org) if interested in applying for this position. Please include the case supervisor position in the subject line.

**Equal Employment Opportunity Policy:**

CASA of Orange County is an equal opportunity employer. All applicants will be considered for employment without attention to the following: race, color, sex, sexual orientation, gender, gender identity, religion, national origin, citizenship and/or immigration status, pregnancy, genetic information including family medical history, physical or mental disability, child or spousal support withholding, military or veteran status, medical condition, marital status, AIDS/HIV, natural hair styles, political activities or affiliations, domestic violence, assault, or stalking victim status, application for or enrollment in Medi-Cal, lawful conduct occurring during nonworking hours away from the employer's premises, credit report or credit information, prior non-conviction arrest record, and any other protected class, in accordance with applicable federal, state, and local laws.