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 strongly preferred.
- 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

Please forward a resume and cover letter to Jenny Leon at 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.