



# The Voice for Clinton County's Children

1207 N. US 27, St. Johns, MI 48879

VoiceForClintonCountyChildren.org

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## **CASA VOLUNTEER SUPERVISOR EMPLOYMENT DESCRIPTION**

### GENERAL DESCRIPTION:

The CASA (Court Appointed Special Advocates) Volunteer Supervisor provides professional staff support to CASA Volunteer Advocates ensuring that children involved with the CASA program receive sound advocacy. The CASA Volunteer Supervisor is responsible for overall volunteer supervision and coordination of cases.

### QUALIFICATIONS:

The CASA Advocate Supervisor should have the following skills and experience:

- Commitment to the agency's program goals and mission
- Bachelor's degree in social services/human services related field
- The ability to work cooperatively and professionally with different types of personalities
- Ability to communicate effectively in writing and orally
- Knowledge and/or experience related to issues and dynamics within families in crisis relating to child abuse and neglect given preference
- Demonstrated strong written and verbal communication skills
- Demonstrated organization skills, ability to prioritize workload, and work schedule flexibility
- Ability to work independently and as part of a team
- Familiarity with nonprofit service
- Valid driver's license and reliable transportation

### ACCOUNTABILITY:

The CASA Advocate Supervisor reports to the Executive Director.

### RESPONSIBILITIES:

- Assist in and/or conducts the recruiting, screening, interviewing, and training of new volunteers
- Maintaining CASA Program within National CASA Association Standards and agency policy
- Review new cases and assign appropriate volunteers, in consultation with the Executive Director
- Prepare and distribute assignment documentation
- Help develop initial case plans and ongoing strategies for advocacy
- Review and distribute volunteer court reports in a timely manner
- Maintain case files and case management software
- Attend court hearings and track court dates
- Maintain case statistical information in compliance with funding sources and National CASA Standards
- Provide assistance and consultation for volunteers as needed and when requested
- Participate in volunteer evaluations as assigned by the Executive Director
- Attend staff meetings and community meetings as assigned
- Work with community partners together on best case outcomes for CASA foster care cases

- Assist volunteers in connecting with community resources to serve needs identified within cases
- Attend in-service trainings and assist with coordination if requested
- Participate in community outreach activities
- Planning and execution of monthly volunteer meetings and training opportunities
- Maintain education relevant to current trends, research and development in the field, and best practices
- Assist with volunteer appreciation events and opportunities
- Provide office coverage as needed including greeting agency guests
- Attend conferences/seminars/meetings as requested by the Executive Director
- Attend Michigan CASA Association annual conference
- Participate in agency events as appropriate
- Assist in maintaining a clean, welcoming office for staff and guests
- Participate in performance evaluations of this position as directed by the Executive Director
- Other duties as may be assigned by the Executive Director

### STANDARD PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Must be able to perform essential job functions with or without reasonable accommodations including but not limited to visual and/or audio appliances and devices to increase mobility.

Work is performed in typical office environment and offsite professional settings which may include but are not limited to the courthouse, community partners' offices, and outreach and event venues.

WORK HOURS: Some flexibility allowed in order to ensure needs of cases (i.e. scheduled court hearings, planned agency activities). Typical work hours occur between 8:00 a.m. and 5:00 p.m., Monday through Friday.

JOB CLASSIFICATION: Regular Full Time, Non-exempt (hourly); 32 hours per week

SALARY RANGE \$34,944 annual salary

All employees of CASA-The Voice for Clinton County's Children (legal entity name) are at-will employees of the organization. Either the organization or the employee may terminate the employment relationship with or without cause at any time. Positions are reliant on approved funding sources.

This position specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.