

CASA of McLennan County

Job Description

Job Title: CASA Supervisor

Reports To: Executive Director

FLSA Status: Exempt

General Summary:

The CASA Supervisor will motivate, empower, guide and supervise CASA volunteers as they advocate in the best interest of abused and neglected children in protective care. Additionally the CASA Supervisor will ensure that the mission of CASA of McLennan County is carried out.

Knowledge, Skills and Experience

1. *Education*
 - *A minimum of a Bachelor's Social Work or related field required*
 - *Or, at least 5 years of experience with a CASA program or in a similar position with Child Protective Services**
 - *Master's Degree in Social Work or related field is preferred*
 - *LMSW with greater than two years' experience is much preferred*
2. *Critical areas of qualifications include the following:*
 - *Experience in providing staff or volunteer supervision and ability to manage people*
 - *Understanding of child and family advocacy issues that include child placement options, therapeutic intervention/ assessment/ needs for children and families, legal intervention and rights regarding children and families, permanency planning, adoption issues and systems, advocacy in child protection cases and in social, medical and mental health fields*
 - *The ability to concisely and clearly identify permanency planning issues for children and provide effective advocacy to move a case through the system*
 - *The ability to work under time constraints, be goal-orientated and maintain productive and effective performance and interaction with the Advocates and clients*
 - *Strong interpersonal skills*
3. *Spanish/English fluency is considered an advantage*
4. *Applicant must pass program required background checks*

*If a college degree has not been completed, a writing sample may be requested.

Essential Responsibilities and Duties

1. *Supervises Advocates in their role as "Court Appointed Special Advocates" (CASA) for the children to whom CASA of McLennan County is appointed.*
 - *Supervises no more than 30 volunteer advocates and a maximum of 45 cases/family groups (with the optimum being 28 – 30 cases/family groups). Caseloads and numbers of volunteers supervised will be reduced proportionately for employees working in this position on a less than full-time basis. Added duties beyond the supervision of the volunteers will result in the reduction of the caseload size.*

- Attends and participates in staff and case-related meetings including, but not limited to, Permanency Conferences, Treatment Meetings, and Family Group Conferences
 - Attends and participates in all related court hearings, providing assistance and supervision of Advocate court reports, court attendance and testimony
 - Provides to the Advocate information and professional contacts regarding community resources and placements
 - Participates in placement selections by reading home placement studies and consulting as decisions are made
 - Assists the Advocate in identifying permanency planning issues for children while steadily moving the case forward toward the goal of a safe and permanent placement.
2. *Provide informed and consistent guidance to Advocates as well as encouragement and praise*
 - Provides timely notification of staffings, meetings, and court hearings to Advocates
 - Provides guidance, assistance and review of Advocate reports to the court
 - Participates in and assists with new Advocate training and Advocate continuing education, as needed
 - Provides consistent contact in the process of maintaining and fostering relationships with the Advocate, clients and other professionals in legal, social welfare, educational and therapeutic areas/organizations
 - Enhances the opportunity for retention of the Advocate for other cases, by coaching new skills, evaluating the Advocate's experience, and by matching the Advocate with future cases that are matched to his interests and skills
 3. *Ensures the high standard of performance of services of CASA of McLennan County*
 - Participates in regular and periodic supervision with the Executive Director
 - Supports other Supervisors, by providing backup for meetings and court hearings and with their Advocates as needed
 - Maintains accurate and complete client case records
 - Maintains accurate case and Advocate statistical data according to state and national standards for CASA
 - Maintains professional, organized environment
 - Assists with office and program demands as needed
 - Attends and participates in continuing education opportunities
 - Assists with program development and evaluation as needed by Executive Director

Other Responsibilities

1. *Assists with recruitment efforts and events*
2. *Assists with fund-raising events*
3. *Attends and participates in community meetings as needed by Executive Director*

Physical Requirements and Work Environment

The CASA Supervisor will be expected to have daily transportation to attend court hearings, staffings, visitations, fundraising events, etc. The position requires a flexible schedule as visits with Advocates may occur in the evenings or on weekends. He/she will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally it is anticipated that the person may spend several hours of each day seated. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.