

Fairfax Court Appointed Special Advocates (CASA), Inc.
Position Description

It is the policy of CASA to provide equal employment opportunity to all applicants and employees based on qualifications and abilities without regard to race, color, sex, age, religion, national origin, disability, marital status or veteran status.

POSITION TITLE: CASA Supervisor

EMPLOYMENT STATUS: Part-Time, Salaried Exempt

REPORTS TO: Executive Director

SUPERVISES: A maximum of 15 CASA Volunteers active on cases

JOB SUMMARY

Provides direct supervision, guidance, and support to Court Appointed Volunteers assigned by the Executive Director to the Supervisor, ensuring compliance with established regulations and best practices. Assists in the recruiting, screening, and training of volunteers. Initiates required correspondence related to cases, maintains case records and volunteer files, and compiles information to prepare reports as directed by the Executive Director.

DUTIES & ESSENTIAL JOB FUNCTIONS

Volunteer Supervision

- Evaluates cases and assigns volunteers based on interest, time, skills, and experience to ensure the best outcome for the child(ren.)
- Works with volunteers in developing a case plan and monitors progress on achieving the goals of the plan.
- Provides supervision and guidance while monitoring volunteers' performance on issues of confidentiality, policy, boundaries, and relationships with other professionals.
- Monitors and evaluates each volunteer's investigative and advocacy work to ensure that each child in the program receives the highest quality services.
- Reviews and edits court reports to ensure they are in accordance with established guidelines and criteria, and that they are accurate, goal directed, and submitted in a timely manner.
- Assists volunteers in the interpretation of psychological evaluations based on the Diagnostic and Statistic Manual Mental Disorders (DSM) IV, assessments, IEP's, Department of Family Service (DFS) Plans, etc. to ensure that appropriate placements, visitations, medications, and services are provided.
- Accompanies volunteers to court hearings, meetings or visits as needed or, if required, attends in volunteers' stead and/or makes appropriate arrangements in volunteers' absence.
- Reviews issues and progress on cases with each volunteer monthly.
- Ensures that each volunteer completes the required in-service hours for continuing education.
- Completes and reviews an annual written performance evaluation with each volunteer.
- Maintains relationships with all professionals involved in the case to ensure quality of outcomes and a positive reputation in the community.

Recruiting, Training & Outreach

- Participates in volunteer information sessions, volunteer training, and continuing education programs as directed by the Program Manager.
- Interviews prospective volunteers and makes recommendations as to candidates' suitability to serve as a volunteer.
- Participates in public relations and community education events as directed by the Program Manager.
- Maintains professional relationships with external service providers to enhance organization perception and visibility.

Data Entry & Record Keeping

- Maintains records and case files of active cases.
- Enters case information in COMET (CASA Outcomes Measurement and Evaluation Tool) database and ensures that files are current.
- Manually files pertinent documents in volunteers' personnel files.
- Enters volunteer information including case history, performance evaluations, status updates, changes in personal information, and other relevant information in COMET database.
- Compiles volunteers' case hours, visits, and contacts, and prepares monthly reports as directed by the Program Manager.
- Compiles information for other reporting requirements as directed by the Program Manager.

Other

- Remains current on changes in CASA requirements, child welfare Federal and State laws, and DFS mandates and policies.
- Engages in on-going education regarding the developmental, emotional, educational and social needs of children, and issues affecting families.
- Remains knowledgeable of applicable State and County service providers and services.
- Represents CASA in a professional manner.
- Encourages excellence throughout the organization.
- Performs tasks to promote the smooth operation of office activities.
- Performs other duties as assigned.

QUALIFICATIONS, SKILLS & ATTRIBUTES

- B.A. required; advanced education, experience, and/or training preferred.
- Experience in professional and/or volunteer staff supervision preferred.
- Availability to work flexible evening and weekend hours as needed.
- Ability to establish and maintain a rapport with volunteers to ensure they remain motivated and committed, and to promote retention.
- Desire and ability to act as dedicated team member.
- Demonstrated writing excellence and editorial skills.
- Excellent analytical skills
- Computer proficiency.

Conditions of Employment

- Pass all background checks required by the CASA program prior to hiring.
- Successful completion of pre-service training curriculum.

How to Apply

- Email RESUME, COVER LETTER and SALARY REQUIREMENTS to executivedirector@casafairfax.org NO phone calls, please.