

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

We are in search of a dynamic, thoughtful, flexible, and persistent individual who is passionate about changing the lives of children in the abuse and neglect system, and supporting volunteer advocates appointed by the Court. The ideal candidate will understand the importance of family as well as the impact of trauma; be able to clearly and concisely write and edit documents; and manage their time in order to meet multiple obligations under strict deadlines. **CANDIDATES MUST SUBMIT A COVER LETTER WITH SALARY REQUIREMENTS, AS WELL AS A CURRENT RESUME TO BE CONSIDERED.**

Fairfax CASA is focused on equality and believes deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different. All qualified applicants will receive consideration for employment.

POSITION TITLE: CASA Supervisor

EMPLOYMENT STATUS: Full-Time, Salaried Exempt

REPORTS TO: Executive Director

SUPERVISES: A maximum of 30 CASA Volunteers active on cases

JOB SUMMARY

Provides direct supervision, guidance, and support to court-appointed volunteers (CASAs) 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. Strong editing and writing skills, people skills, and ability to manage time efficiently required. Background in child welfare, court system, or legal background preferred. Supervisory/management experience preferred. Volunteer supervision a plus.

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) V, 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 requested by the Recruitment Manager and the Education 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 Executive Director
- Maintains professional relationships with external service providers to enhance organization perception and visibility

Data Entry & Record Keeping

- Maintains confidential records and case files of active cases
- Enters case information in CASA Manager database and ensures that information is current and up-to-date
- 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 CASA Manager database
- Compiles volunteers' case hours, visits, and contacts, and prepares monthly reports as directed by the Executive Director and Program Manager
- Compiles information for other reporting requirements as directed by the Executive Director and 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
- Completes all tasks within prescribed timeline, as set forth by the Executive Director
- Takes initiative to promote excellence throughout the organization
- Performs tasks to promote the smooth operation of office activities
- Performs all other duties as assigned, including office coverage

QUALIFICATIONS, SKILLS & ATTRIBUTES

- B.A. or B.S. required; advanced education, experience, and/or training preferred
- Experience in professional and/or volunteer staff supervision preferred
- Ability to establish and maintain a rapport with volunteers to ensure they remain motivated and committed, feel supported, and to promote retention
- Ability to manage multiple projects at once
- Ability to meet timelines and deadlines
- Attention to detail
- Demonstrated writing excellence and editorial skills
- Cultural sensitivity
- Commitment to child welfare and an understanding of the complexities of the systems

- Desire and ability to act as dedicated team member.
- Excellent analytical skills
- Computer proficiency
- Availability to work flexible evening and weekend hours when needed (occasional)

Conditions of Employment

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