



JOB DESCRIPTION – CASA Supervisor

REPORTS TO: CASA of Lane County Program Director

FTE AND BENEFITS:

- Current FTE (full time equivalency): 1.0 (40 hours/week)
- Paid time off - prorated to FTE and length of employment
- Monthly benefit stipend, simple IRA, and life insurance
- This position requires a flexible work schedule and is hourly and non-exempt, subject to state and federal wage and overtime requirements
- Salary range: \$38,000 - \$40,000

AGENCY MISSION: Court Appointed Special Advocates (CASA) of Lane County is a powerful voice for children who are in the child welfare system due to abuse and neglect.

THE POSITION: The CASA Supervisor directly supports a team of 35 trained CASA volunteers and Peer Coordinators with a caseload of 45 children, ensuring that they have the timely guidance, information and support needed to advocate effectively for children’s best interests.

The ideal candidate cares passionately about the health and welfare of children, believes that abuse has no place in the home and understands that children who witness or experience abuse are forever affected. This role helps volunteers meet expectations through coaching; strong organizational, time management, and relational skills are essential.

REQUIRED:

- Commitment to CASA of Lane County’s mission, vision, and organizational values.
- Skills to coach, support, motivate and guide new and experienced volunteers. Ideal candidates are comfortable reaching out to people, building rapport, scheduling meetings, collaborating, coaching, and communicating through verbal and written means.
- Strong organizational, time management skills and interpersonal skills.
- Strong attention to detail to ensure accuracy in shared information.
- Ability to work collaboratively from home or in a hybrid work environment (laptop supplied through CASA) while protecting the confidentiality of children we serve.

ESSENTIAL FUNCTIONS:

- Provide onboarding support for new CASA volunteers and PC’s to ensure they have a firm grasp of all responsibilities to effectively manage their cases.

- Establish and maintain regular monthly meetings with and to be accessible and responsive to volunteers; share accurate information in a timely manner.
- Provide support through regular meetings with CASA PC's in collaboration with other program staff.
- Hold weekly office hours and maintain agreed upon schedule in collaboration with other CASA staff and in partnership with Program Director.
- Provide coverage for CASA volunteers and other Supervisors for vacations and illnesses
- Attend and participate in staff meetings and activities
- Participate in on-call phone court rotation
- Become knowledgeable of and adhere to Memorandum of Understandings (MOU's) with Oregon Department of Human Services, Lane County Courts, and other contracted partners.
- Learn the juvenile justice system as you go: asking questions and growing to lead more autonomously over time.
- Use a volunteer database to access and enter information; guide and train volunteers to utilize database effectively for case-related information.
- Read a high volume of legal material (e.g., Court decisions and the Discovery that comes in on children's cases) and to access information through online platforms.
- Participate in court hearings; modeling appropriate court behavior and attire for volunteers.
- Write and edit template-based court reports (using established guidelines and instructions).
- Use Gmail, Microsoft Word for written communications, and virtual meeting platforms such as Zoom and Google Meets; coach and support volunteers on use of each.
- All other duties as assigned.

People from underrepresented groups are encouraged to apply.

CASA is committed to developing a barrier-free recruitment process and work environment. If you require any accommodation, please email us at casa@casa-lane.org and we will work with you to meet your accessibility needs.