CASA Supervisor – Multnomah County

Who We Are:
Our Vision: To advocate for a child in the foster care system who has been abused or neglected and to get them into a permanent home safely, quickly and effectively.

Our Mission: We advocate for the best interests of abused and neglected children who are under the protection of the court. We dedicate our resources to recruiting, training, and supporting citizen volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children (CASA) supports more than 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year over 1,100 children will benefit from their tireless and tenacious work.

CASA is deeply committed to advancing diversity, equity and inclusion at every level. We seek applicants who share that passion, who have lived and/or professional experience advancing equity, understanding the culture of poverty, and who will help us as a dominant culture organization continue to learn and grow.

Where You Will Work:
1401 NE 68th Ave., Portland, OR 97213

Who You Will Report To:
Program Manager – Multnomah County

Position Type:
Full time, Non-Exempt (hourly) Employee

Position Description:
The CASA Supervisor supports and manages volunteer Court Appointed Special Advocates (CASAs). The supervisor works with trained advocates to insure that the children in the dependency case receive sound advocacy and early permanency planning, in accordance with the Oregon Statute and federal laws and the policies of CASA for Children.

Things You Will Get to Do:

- Support, manage and monitor advocacy efforts for 36-40 trained Court Appointed Special Advocates through consultation, problem solving, troubleshooting, feedback, guidance, evaluation, motivation, training, and preparation for court appearances. Ensure that CASA policy and practice standards are followed in each case.
- Edit court reports. Collaborate with your team of advocates on writing court recommendations for the children on your caseload.
- Proactively engage with CASA volunteers both in and out of the office to ensure a high-level of support and to enrich their volunteer experience
- Support CASA volunteers in being culturally responsive, understanding their biases and privilege, and being trauma-informed
- Document CASA case activity and demographic information in agency database

- Represent the organization in the community child welfare and juvenile court system through participation in work groups, committees and public relations activities as assigned
- Participate in program implementation, evaluation and planning
- Participate in CASA team and staff meetings
- The opportunity to participate in pre-service screening and training as well as continuing education for CASA volunteers
- Attend training, social or development activities during evening or weekend hours up to twice a month
- Other duties as assigned by the Program Manager

Qualifications You Will Need:

- Education obtained either through a bachelors' degree in social work or a related field *or* lived experience *or* a combination of the two
- Volunteer management
- Knowledge of child abuse and neglect, and the impacts of trauma
- Strong written and verbal skills
- Effectively utilize computer technology, including MS Office and databases
- A commitment to advancing and modeling diversity, equity and inclusion

Other Knowledge, Skills & Abilities You Will Need:

- Familiarity with the Juvenile Dependency System
- 3 or more years paid or volunteer experience managing volunteers who serve children and families
- Experience with advocacy, family court, and the social services system
- Case planning and review
- Work as part of a team to achieve agency goals
- Handle multiple priorities in a fast paced work environment
- Work collaboratively with community partners and legal parties
- Maintain confidentiality and appropriate boundaries

Qualities We Are Looking For:

- Kind
- Compassionate
- Strength-Based
- Flexible
- Critical Thinker

- Solution-Oriented
- Lifelong Learner
- Resilient

Other Things You Will Need:

- Successfully complete criminal justice and DHS abuse registry background checks (*Note: CASA checks the criminal background of potential volunteers and employees in an effort to create a safe environment for staff, volunteer advocates and for the children we serve. Your background will be evaluated based on the specific position you are applying for.*

  Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.)
- Proof of U.S. residency
- Complete the training program for CASAs in your first four months of employment
- Complete CASA's *"Knowing Who You Are"* training in your first six months of employment

Your Salary and Compensation:
This position starts at $40,000 (based on 2080 full time hours at $19.23/hr). Compensation includes a benefits package with medical (including mental health coverage), employee assistance program, dental, and disability insurance, retirement plan, and a generous paid time off and holiday schedule to support work/life balance.

How You Can Apply:
Send your resume and cover letter to **jobs@casahelpskids.org** noting **CASA Supervisor - Multnomah County**. Please let us know where you heard of the opening so we can gauge the success of our outreach efforts. We have two openings for this position type which we will be open through the end of the month. Applications are reviewed as received, so apply early for the greatest consideration. The close date is **September 30, 2019** but if we find really qualified people, a candidate pool could be chosen sooner. We prefer not to receive phone inquiries.