



TITLE: CASA Volunteer Supervisor

DEPARTMENT: East Texas CASA

REPORTS TO: Program Director

STATUS: Exempt **HOURS:** 40 hours per week

SALARY RANGE: \$33,000 - \$35,500 (Dependent on Experience)
Health Insurance Provided

APPLICATION CLOSING DATE: 5:00 p.m. on February 6, 2019

Organizational Mission:

East Texas CASA is a non-profit organization which provides trained, court-appointed volunteers to serve as advocates for the best interests of abused and neglected children in Gregg, Upshur and Rusk Counties. East Texas CASA also provides the Getting Together Safely program, which facilitates supervised non-custodial parent visits in a safe environment when the Court has order supervised visitation.

BASIC FUNCTION:

This position supervises CASA volunteers in coordination with the Program Director during the entire case (from assignment through closing of the case).

QUALIFICATIONS:

- Bachelor's degree in Social Work or related field.
- Knowledge of community resources and counseling/social work practices with high risk populations.
- Experience working with persons in crisis.
- Excellent documentation and computer skills.
- Excellent written and verbal communication skills, ability to establish rapport.
- Ability to motivate others towards achieving goals.
- Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, open personal qualities, clear sense of boundaries.
- A strong sense of and respect for confidentiality involving both clients and fellow employees.
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.

- Ability to legally operate a motor vehicle and provide own transportation.
- Requires ability to drive personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance. Must be age 21 or older to drive on behalf of CASA.
- Requires ability to work nights and weekends to meet business needs.
- Requires the ability to travel as required using various modes of transportation. Requires the ability to provide personal transportation on an as needed basis to perform job functions in the community.
- Requires sufficient good health to properly discharge duties.
- Requires local, state, and national background checks in compliance with National & Texas CASA standards.

RESPONSIBILITIES:

- Provide supervision and support of volunteers throughout the course of each case.
- Set up individual volunteer and office case files as needed
- Assign cases to appropriate volunteer according to the needs of the case and special skills or knowledge of the volunteer.
- Supervise and support volunteers according to volunteer plan
- Maintain up-to-date case files in CASA Manager (paper and electronic)
- Assist volunteers to develop case plans and present case plans in monthly staff meetings.
- Remain available to assigned volunteers for individual supervision on an “as needed” basis with a minimum of one supervisory contact every week for new volunteers and one formal supervisory contact every month for experienced volunteers.
- Attend court hearings as needed to support volunteers.
- Timely respond to email and phone messages within 24 hours.
- Ensure adequate case coverage during absence of volunteer or during process of case reassignment.
- Maintain schedule of all court dates, and review, file and deliver court reports in a timely manner.
- Evaluate volunteers
- Conduct an informal evaluation following each volunteer’s first court hearing.
- Conduct annual evaluation for each assigned volunteer.
- Other duties as assigned by the Program Director or Executive Director.

NOTE: East Texas CASA is an Equal Opportunity Employer.

Please submit the following to apply:

1. Completed application located at <http://easttexascasa.org/careers-casa/>
2. Cover letter & Resume
3. Two references
4. College Transcript

Information shall be emailed to admin@easttexascasa.org or received by mail by February 6, 2019:

East Texas Child Advocates
 PO Box 3839
 Longview, Texas 75606