

## **JOB DESCRIPTION**

**POSITION TITLE:** CASA Supervisor  
**SUPERVISOR:** Program Director  
**POSITION CLASSIFICATION:** Full time/40 hours per week  
**STATUS:** Exempt; At Will Employee

**POSITION DESCRIPTION:** The CASA Supervisor is principally responsible for providing staff support to CASA Volunteers, ensuring that children assigned to the CASA program receive appropriate advocacy services. The CASA Supervisor is responsible for Volunteer training and supervision and for coordination of cases.

**SUPERVISES:** CASA Volunteers

**QUALIFICATIONS:** The CASA Supervisor should have the following skills and experience:

1. Bachelor's degree in human service-related field or equivalent combination of education and experience demonstrating the required knowledge, skills and abilities to carry out the responsibilities of the CASA Supervisor;
2. The ability to communicate with, supervise and empower CASA Volunteers to be effective in their roles--experience with Volunteers is preferred;
3. The ability to work cooperatively with different types of personalities and individuals of diverse racial/economic/cultural backgrounds;
4. Knowledge and understanding of issues and dynamics within families relating to child abuse and neglect; knowledge of child development;
5. Excellent oral and written communication skills;
6. Highly organized, self-motivated, team player;
7. The ability to coordinate and implement training;
8. Basic knowledge of computers and word processing; and
9. Commitment to Piedmont CASA's mission and program goals.

### **DUTIES AND RESPONSIBILITIES:**

#### **CASA VOLUNTEER & CASE SUPERVISION (90%):**

1. Assist in recruiting and screening potential CASA Volunteer candidates
  - Respond to inquiries regarding the CASA program and disseminate program information, application procedures and applications to potential CASA Volunteer candidates
  - Review applications, including references and all required record checks.
  - Conduct pre-training personal interviews to assess level of skills and qualifications of potential CASA candidates
  - Participate in staff evaluation of Volunteer candidates for purposes of trainee selection
  - Evaluate and monitor Volunteer recruitment with the President & CEO
  - Enter all relevant data into CASA Manager
2. Arrange pre-service CASA training class schedule in accordance with Piedmont CASA's approved curriculum

- Schedule class speakers and disseminate training schedule to all speakers and class participants
  - Produce PCASA training manual & all required handouts
  - Obtain facility, supplies and refreshments
  - Facilitate training classes
  - Observe and evaluate applicants' class attendance and participation to assess acceptability as CASA Volunteers
  - Evaluate and monitor training program
  - Enter all relevant data into CASA Manager
3. Arrange monthly in-service training opportunities for CASA volunteers
    - Schedule outside speakers for at least 5 in-service training classes each year
    - Schedule at least 5 annual in-service training opportunities designed to provide case staffing/sharing/support between CASA volunteers
    - Obtain facility, supplies and refreshments
    - Facilitate in-service classes
  4. Provide supervision and support of Volunteers throughout the course of each case
  5. Screen and assign all cases referred to CASA
    - Screen all cases using case priority assessment
    - 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
  6. Supervise and support Volunteers
    - Maintain up-to-date case and Volunteer personnel files in appropriate formats
    - Assist Volunteers to develop case plans
    - 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
    - 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
  7. Evaluate Volunteers
    - Oversee 6-month self-assessment for each Volunteer
    - Conduct annual evaluation for each assigned Volunteer
      - Maintain up-to-date personnel file for each Volunteer

### **PROGRAM SUPPORT (10%)**

1. Perform duties as assigned by the President & CEO including, but not limited to:
  - Provide Family Treatment Court and/or Multidisciplinary Team staffing as assigned by President & CEO and/or Program Director
  - Provide office coverage as assigned by President & CEO and/or Program Director
  - Prepare articles for the Piedmont CASA grants and materials as requested
  - Assist in presentations about the CASA program to recruit Volunteers and increase community awareness

- Serve as a liaison to community agencies and spokesperson for Piedmont CASA as delegated by the President & CEO and/or Program Director
- Assist in maintaining and compiling data regarding children and Volunteers for quarterly and annual reports
- Assist in screening children for eligibility for Virginia Crime Victim's Compensation
- Assist in financial record-keeping duties in accordance with Financial Procedures
- Participate in program staff meetings as scheduled by the President & CEO and/or Program Director
- Participate in program evaluation as requested by President & CEO and/or Program Director
- Pursue professional development opportunities as time and funding permits, with a goal of 20 hours per year
- Maintain knowledge of current significant theory, literature and resources
- Synthesize and transmit current knowledge to Volunteers
- Participate in CASA Network and DCJS training and meetings when relevant to Volunteer training and management
- And other functions as directed.

*The CASA Supervisor position is one held by more than one individual, and duties and responsibilities will be pro-rated between CASA Supervisors as allocated by the President & CEO and/or Program Director. Nevertheless, each CASA Supervisor must possess the skill and ability to accomplish the tasks defined in the CASA Supervisor job description.*

## **EQUAL OPPORTUNITY**

Piedmont CASA prohibits harassment and/or discrimination of any applicant or employee on the basis of race, religion, color, gender, national origin, disability, sexual orientation or any other basis made illegal by the laws of the United States or of the State of Virginia.

Applicants for this position should send a cover letter, resume and writing sample to:

Alicia Lenahan, President  
Piedmont CASA  
818 East High Street  
Charlottesville, VA 22902

**NO PHONE CALLS. ONLY COMPLETE PACKAGES WILL BE CONSIDERED.**