



Appalachian CASA Volunteer Supervisor Job Description

GENERAL

The Volunteer Supervisor provides professional staff support to CASA volunteers ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. The Volunteer Supervisor's core responsibility is to assign, manage and supervise a group of CASA volunteers to provide direct advocacy for abused and neglected children placed in foster care. The Volunteer Supervisor is responsible for empowering and assisting up to 30 CASA volunteers assigned to support foster children and youth in numerous ways including developing an interpersonal connection; identifying the child's needs in all domains; ensuring needs are met; monitoring well-being and safety in their placements; overseeing and supporting academic progress; engaging their children in enrichment activities; facilitating information sharing among professionals; writing reports to the Court to help guide judicial decision making. The Volunteer Supervisor will be part of a team that facilitates orientation, training, supervision and recognition of volunteers; community education, and public awareness as well as statistical reporting and grant reporting for the CASA program. This is a grant funded position.

ACCOUNTABILITY

The Volunteer Supervisor is hired by, and reports to, the Executive Director. The Executive Director is responsible for yearly performance evaluations.

DESIRED QUALIFICATIONS

Bachelor's degree in child development, psychology, sociology, social work, education or a related field.

- Two years' experience required (volunteer or paid) in at least several of the following areas: social services, child advocacy, volunteer supervision, training, non-profit management, volunteer CASA or guardian ad litem, child welfare, education, mental health, or parenting.
- Proficient in all pertinent computer programs i.e. Word, Excel, and PowerPoint.
- The ability to communicate with, supervise and empower volunteers to be effective in their roles. Experience with volunteers preferred.
- The ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect preferred.
- Commitment to CASA goals and mission.



DUTIES

- Complete CASA Volunteer Training
- Prepare training materials and training class documents; i.e. manuals, handouts, identifying badges, projector setup
- Train new CASAs on a quarterly basis. This could include evenings and/or weekends
- Manage up to 30 actively assigned CASA volunteers in meeting program expectations
- Evaluate for skill levels/gaps of new and existing CASA advocates for continued training and support purposes
- Match children with appropriate CASAs
- Provide necessary initial case information to CASAs
- Coordinate filing CASA appointment orders with Court
- Advise CASAs of court calendar
- Review/Edit Court Reports written by CASA volunteers
- Accompany CASAs to court
- Monitor Court proceedings
- Provide support, options, and feedback to CASAs at all stages of a case
- Accompany volunteers on home visits as necessary
- Provide and document monthly contact with volunteers regarding assignment, training and engagement
- Participate as a team member by sharing your unique skills and knowledge as well as back up other team members when they are not available to their CASA volunteers
- Complete CASA Volunteer Evaluations on a yearly basis
- Maintain database accountability through entering of new cases, court notes, court calendars, court orders
- Assists with volunteer reporting of hours, miles and outcomes
- Review cases weekly with Executive Director for which no CASA volunteer is available
- Compose article for quarterly newsletter as requested
- Assist in volunteer appreciation events as requested
- Represent Appalachian CASA in professional meetings
- Attend bi-weekly staff meetings
- Assist in maintaining shared office calendar by entering all meetings, courts, and other events
- Filing of case files (opened/closed) and paper documents on a weekly basis
- Provide monthly update on all cases to Executive Director



- Attend Family Treatment Court Graduation as well as other community events as determined by the Executive Director
- Assist with community education efforts
- Participate in training sessions and conferences offered by Georgia CASA
- Provide office and court coverage as needed
- Perform other duties as deemed necessary by the Executive Director

Additional Training Requirement:

- If selected by Director, Advocate staff must have at least 12 hours of annual training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA), or other entity that provides training specific to serving crime victims. (VOCA Requirement for one (1) staff member to be certified.)

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This is a grant funded position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position, or the only projects that this position will be asked to work on. Employees will be required to follow any other job-related instructions and to perform other job-related duties or project assignments requested by their supervisor in compliance with Federal and State laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

CASA of the Appalachian Judicial Circuit is an Equal Opportunity Employer and we do not discriminate against any employee or applicant because of race, color, sex, (including pregnancy, sexual orientation or gender identity), age, national origin, religion, state as veteran, genetic information or basis of disability or any other federal, state or locally protected class.

Resumes will be accepted until 4:00 pm on 5/20/19. Please submit resume to:

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