



JOB DESCRIPTION – PROGRAM SUPERVISOR

REPORTS TO: Program Director
SUPERVISES: CASA and Peer Coordinator Volunteers

FTE AND BENEFITS:

- Current FTE: 1.0 (40 hours/week)
- PTO (paid time off) prorated to FTE and length of employment
- Monthly benefit stipend, simple IRA and life insurance
- This position is salaried and exempt, i.e. not subject to state and federal wage and overtime requirements

AGENCY MISSION: Court Appointed Special Advocates provides a powerful voice for abused and neglected children in Lane County.

THE POSITION: The Program Supervisor supervises and supports Peer Coordinators and CASA Volunteers to oversee and implement the direct service of the CASA Program. Bilingual preferred.

REQUIRED: A Bachelor's degree is preferred in social work, psychology. A combination of education and work experience in human services may substitute. Must have previous experience working with volunteers and knowledge and understanding of juvenile law, child abuse and neglect, families in crisis, and other social services skills.

POSITION SUMMARY

- Delegates and monitors work assignments, sets expectations, provides recognition for results.
- Demonstrates strong written, verbal and electronic communication skills.
- Understands cultural competence and is able to integrate those skills into practice.
- Prioritizes and plans work activities, uses time efficiently, sets goals and objectives.
- Manages difficult or emotional situations, responds promptly to volunteer needs, solicits feedback and facilitates communication.
- Gathers and analyzes information skillfully and develops solutions to challenging situations.
- Works well in group problem solving situations.
- Maintains confidentiality for clients and volunteer staff.
- Balances team and individual responsibilities and exhibits objectivity and openness to others.
- Follows policies and procedures including legal, process and budgetary.
- Supports organization's goals and values.