



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.

We need people who are responsive to and understand the culture of poverty, who have lived or professional experience partnering with communities of color, and who understand and are skilled in working with families and youth who are Black/African American, Latinx, Asian, Native American and/or LGBTQ+.

Where You Will Work:

The CASA office located inside the Juvenile Justice Center
1401 NE 68th Ave., Portland, OR 97213

Currently the position is fully remote with the exception of onboarding and orientation. Starting in September our team will be returning to the office, but there will be the possibility of some on-going remote work for this position.

Who You Will Report To:

Program Manager – Multnomah County

Position Type:

Full time, Non-Exempt (hourly) Employee

Position Description:

The CASA Supervisor supports volunteer Court Appointed Special Advocates (CASAs). The supervisor assures that children served by the program 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 approximately 36 CASAs through consultation, problem solving, troubleshooting, feedback, guidance, evaluation, motivation, training, and preparation for court appearances. Assure that CASA policy and practice standards are followed in each case.
- 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
- Edit court reports from your volunteer advocate team and submit them to court.

- Document CASA case activity and demographic information in agency database
- Participate in program implementation, evaluation and planning
- Actively participate in CASA team and staff meetings
- Participate in pre-service screening and training as well as continuing education for CASA volunteers
- Attend training, social or development activities as needed to support your position (currently virtual training)
- 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
- Ability to work with volunteers to edit court reports using Microsoft Word and Google Drive
- Competence in the child welfare and/or child and family services systems
- Knowledge of child abuse and neglect, and the impacts of trauma
- Experience with advocacy, family court, and the social services system
- A commitment to advancing and modeling diversity, equity and inclusion

Other Knowledge, Skills & Abilities You Will Need:

- Familiarity with the Juvenile Dependency System
- Case planning and review
- 3 or more years paid or volunteer experience working with children and families
- 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 family members
- Strong written and verbal skills
- Effectively utilize computer technology, including MS Office and databases
- 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. 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 help with 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 review applications as we receive them so apply early for the best consideration. **This position will remain open until filled**, but a candidate pool could be chosen sooner if an ideal candidate is found. We prefer not to receive phone inquiries.