



JOB OPPORTUNITY: MARIN CASA CASE SUPERVISOR

Job Type: Permanent

Reports to: Program Director

Status: 30 hours/week. Non-Exempt

Location: Flexible work arrangement. Currently a hybrid model.

Salary: \$30.00/hour

Date Posted: November 3, 2023; open until filled

ORGANIZATION OVERVIEW

Marin Court Appointed Special Advocates (CASA) recruits, trains, and supervises community volunteers who provide consistency and support for children in the Marin County juvenile court system. CASAs provide one-on-one advocacy for the child they are appointed to and speak up for the best interests of their children in the courtroom and the juvenile court system to ensure that their needs are being met.

POSITION OVERVIEW

The CASA Case Supervisor is responsible for the direct supervision and case management of volunteers to ensure that children and families in the Marin juvenile court system receive the highest quality advocacy. The Case Supervisor must possess a trauma-informed perspective on working with children and families, an understanding of the dynamics of child abuse and neglect, and working knowledge of the child welfare and/or juvenile justice systems.

ESSENTIAL FUNCTIONS

Supervision and Case Management:

- Provides quality supervision to a maximum of 22 volunteers or 33 cases as required by national, state, and local standards
- Provides ongoing individualized support and coaching to volunteers as needed, including constructive feedback on volunteer performance
- Identifies and supports volunteers in accessing community resources and services for children and families
- Consults with CASA program director on case assignments
- Attends court hearings for assigned CASA cases



- Prepares volunteers for court, including notifying volunteers of upcoming court hearings, editing and submitting court reports before hearings
- Collaborates with community partners such as the Marin County Juvenile Court, Children and Family Services, attorneys, health providers, and mental health practitioners
- Conducts annual review of volunteer advocates
- Maintains and updates electronic case files in Optima database
- Reviews volunteer data entry to ensure compliance with record-keeping policies
- Works collaboratively with staff to develop and track program outcomes
- Participates in individual supervision meetings, group consultation meetings, and agency-wide staff meetings
- Completes a minimum of 12 hours per year of continuing education to enhance professional development

Training and Recruitment:

- Participates in the screening and interview process of volunteers
- Assists with development of continuing education training curriculum
- Provides or facilitates structured training as needed
- Represents the program at recruitment and outreach events as needed

JOB SPECIFICATIONS/QUALIFICATIONS

Required:

- At least 3 years of professional experience working with children and families and/or in volunteer program management
- Incorporation of a trauma-informed, anti-racist, and anti-oppressive lens in working with community, staff, and volunteers
- Ability to cultivate and develop collaborative, inclusive, and equitable working relationships with staff, volunteers, and community members
- Excellent oral and written communication skills
- Ability to accomplish projects with little supervision. Strong project management skills, including exceptional attention to detail
- Adaptability, flexibility, and resourcefulness in setting priorities and managing resources
- Proficient use of the latest versions of Google Workspace, Microsoft Word, Excel, PowerPoint, mail merges, email, and web searches

Preferred:

- Advanced degree in a human services discipline, social work, psychology, law, or related field
- At least 2 years of professional or volunteer experience in child welfare or juvenile justice
- Bilingual Spanish/English



PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Marin CASA supports a flexible hybrid environment. It is expected that time will be spent remotely, in the office, and out in the field as needed. The position could involve intermittent physical activities, including standing, bending, reaching, sitting, speaking, and walking. Some evening and weekend work will be required to successfully meet the job responsibilities.

TO APPLY:

Please send a cover letter, resume, and 3 professional references to Diana Lyons at diana@marincasa.org. Include "Case Supervisor" as the subject line. Please, no phone calls or office visits. Position will remain open until filled. The hiring process will include an initial phone interview and 2-3 interviews with Marin CASA staff.

Marin CASA is deeply committed to a policy of equal employment opportunity for all its employees. This commitment means Marin CASA actively seeks and employs qualified persons in all job classifications, and administers all personnel actions affecting employees without discrimination on the basis of ancestry, age, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion (includes religious dress and grooming), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, political affiliation, or any other characteristic protected by law. Marin CASA conducts reference checks and criminal background checks on all new hires. Applicants for employment must consent to these checks.

Marin CASA requires the following background screens: Livescan with Child Abuse Central Index, Social Security Verification, National/Local Sex Offender Registries, Megan's Law, OFAC (government watch list) and National Criminal Database. A candidate whose background check is unacceptable to Marin CASA will not be hired.

Signature: _____

Printed Name: _____

Date: _____