



## **Case Supervisor (Juvenile Justice Focus)**

**Job Type:** Part-Time - 20 hours/week

**Reports to:** Program Director

**Schedule:** Hybrid (currently in person 2 Days/Week)

**Compensation Scale:** \$32.69 - \$34.62/hour; \$34,000 to \$36,000/year (depending on qualifications and experience)

### **ORGANIZATION OVERVIEW**

Marin Court Appointed Special Advocates (CASA) is a non-profit organization that 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 and speak up for the best interests of their assigned child in and out of the courtroom to ensure that the child's needs are being met.

### **POSITION OVERVIEW**

The CASA Case Supervisor is responsible for providing professional oversight and support to volunteer advocates to ensure that children in the Marin juvenile court system receive the highest quality advocacy. Case Supervisors maintain regular contact with volunteer advocates, as well as with professional community partners, and are responsible for the timely submission of reports and documents in compliance with program protocols. Case Supervisors will also regularly execute special assignments or tasks under general supervision, as further identified below.

Case Supervisors regularly use discretion and independent judgment in performing their duties and work under the general supervision of the Program Director. 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 juvenile justice systems.

This Case Supervisor will specialize in supervising volunteer advocates working with youth on formal probation, as well as youth dually involved in the juvenile justice and dependency court systems. This Case Supervisor is also anticipated to hold a small caseload of dependency cases involving children and youth who are not formally involved in the juvenile justice system.

## **ESSENTIAL FUNCTIONS**

### *Supervision and Case Management:*

- Provides quality supervision to a maximum of 15 volunteers or 22 cases, conducting supervision with each volunteer at least monthly
- Provides ongoing individualized support and coaching to volunteers as needed, including constructive feedback on volunteer performance, monitoring and ensuring compliance with program protocol, California Rules of Court 5.655, and the National CASA/GAL Association for Children's Standards for Local CASA/GAL Programs
- Identifies and supports volunteers in accessing community resources and services for children and families
- Provides input on and assists in assigning volunteers to cases
- Attends court hearings for assigned CASA cases as well as cases being monitored or cases on waitlist, as needed
- Prepares volunteers for court, including notifying volunteers of upcoming court hearings, editing and submitting court reports before hearings in accordance with program protocol
- Participates in and contributes during court hearings to support advocates as necessary
- Collaborates with community partners such as the Marin County Juvenile Court, Juvenile Probation, Juvenile Hall, Children and Family Services, probation officers, attorneys, health providers, and mental health practitioners
- Conducts annual reviews 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, Recruitment & Screening:*

- Organizes and contributes to the screening and interview process of volunteers
- Assists with and contributes to the development of continuing education training curriculum
- Represents the program at recruitment and outreach events as needed

## **JOB SPECIFICATIONS/QUALIFICATIONS**

### *Required:*

- Associate's degree or higher with at least three years of professional experience working with children and families and/or in volunteer program management
- Must demonstrate the ability to use independent discretion and judgment to complete job tasks and overall mission.
- Must be able to complete job assignments with minimal supervision.
- 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 and supervise volunteers with minimal oversight in accordance with best practices related to child advocacy.
- 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, email, and web searches

*Preferred:*

- BA/BS or advanced degree in a human services discipline, social work, psychology, law, or related field
- At least two years of professional or volunteer experience in child welfare or juvenile justice
- Lived experience in the child welfare system or justice system
- Bilingual in Spanish and English

**TO APPLY**

Please submit a resume and cover letter addressed to Marin CASA's Program Director to [jobs@marincasa.org](mailto:jobs@marincasa.org). Please indicate how you learned of the position and include the phrase "JJ Case Supervisor" in the subject line of your email.

Marin CASA conducts reference checks and criminal background checks on all new hires. All Marin CASA employees must consent to: Livescan Screening 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.

**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.

Marin CASA is an Equal Opportunity Employer committed to creating a diverse and inclusive company culture. Marin CASA does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

Schedule:

- At least two weekdays in office are required, including Wednesdays.

Work Location:

- In person, 1401 Los Gatos Drive Suite 130, San Rafael, CA 94903