

CASA Job Opening

Position Title: Case Coordinator

Closing Date: October 9, 2009

Hours: 50 hours a month (maximum), some flexibility in work schedule, hours will vary and may include the occasional evenings and weekends.

Compensation: \$9.25 - \$10.00 an hour

Reports to: Executive Director

Location: Case Coordinator will be located/provide service in Clearwater, Lewis, and Idaho County

Application Information: A description of the position follows. The full job description is attached. The following items must be submitted to pass the initial job applicant screening. These materials will be considered an example of your writing and presentation skills, and will be evaluated as part of the screening process for this position.

1. Cover Letter.
2. Essay. Please address how your background, experience and personal philosophies are applicable to this position.
3. Chronological education and work experience resume.

All items must be submitted for application to be considered complete.

Return completed application to:

Lisa Elliott, Executive Director
The Second Judicial District CASA Program, Inc.
P.O. Box 1463
Lewiston, ID 83501.

CASA Program Background: The Second Judicial District CASA Program is a non-profit organization providing volunteer court advocates for abandoned, abused, or neglected children. The CASA program has been serving the Second Judicial District in Idaho for seventeen years and was established to provide children with a voice in court.

Essential Job Functions: The selected job applicant will recruit, support, and supervise CASA volunteers as they fulfill the role of guardians ad litem for the benefit of children and the courts in which they serve. The position requires the applicant to possess excellent written and verbal communication skills; the ability to represent the CASA program with integrity and in a credible manner; and the aptitude to handle high conflict situations with the utmost level of professionalism.

Guardian ad Litem Supervisor Job Description

GENERAL DESCRIPTION:

The Guardian ad Litem Supervisor provides professional staff support to CASA volunteers ensuring that children served by the program receive sound advocacy and early permanency planning. The Guardian ad Litem Supervisor is responsible for volunteer supervision and coordination of cases. The Guardian ad Litem Supervisor assists in the recruitment, training and retention of a diverse pool of CASA volunteers.

RESPONSIBILITIES:

- Maintain (at a minimum) monthly contact with each volunteer and receive a written monthly report from each volunteer regarding hours volunteered and case contacts
- Complete independent investigation checklists and develop strategies for advocacy with volunteer
- Review and distribute volunteer court reports after Executive Director has approved these reports for submission
- Attend court hearings/trials to provide support to volunteers
- Review new cases and assist the Executive Director in assigning the appropriate volunteers to these cases
- Provide assistance and consultation to volunteers as needed
- Regularly review and update case files
- Update files by gathering school records, child protection information, or request other records pertinent to the legal action
- Assist in volunteer appreciation events and retention activities
- Oversee assigned mentors and assist with identified needs
- Identify and develop other volunteer positions to support program
- Participate in volunteer evaluations as assigned by the Executive Director
- Schedule, coordinate and attend all training classes, assisting as moderator and/or presenter
- Support volunteer activities (e.g. home visits, school staffings, observation of supervised visitation, review and revise court reports)
- Assist with customization and updating of the training manual
- Coordinate and attend in-service trainings and inform volunteers of local, state and national training opportunities
- Maintain case files in office
- Maintain volunteer files in office
- Assist in program evaluation and solicit volunteer feedback

COMMUNITY COLLABORATION:

- Develop and maintain connections with various community members/groups to assist with the recruitment of volunteers

- Establish and maintain effective working relationships with other professionals including attorneys, child protection staff, court personnel, community service providers
- Promote community awareness of the CASA program

OTHER DUTIES:

- Attend staff meetings
- Provide office coverage as assigned by the Executive Director
- Attend CASA core curriculum training and participate in statewide CASA meetings and trainings as requested by the Executive Director
- Attend conferences, seminars, or meetings as requested by the Executive Director
- Maintain all case material in a confidential manner
- Other duties as assigned by the Executive Director

QUALIFICATIONS:

The Guardian ad Litem Supervisor should have the following skills and experience:

- Bachelor's degree in social service-related field or equivalent combination of demonstrated skills as a CASA volunteer and experience working in a social service office setting
- The ability to communicate with, train, supervise, and empower volunteers to be effective in their roles
- Experience in volunteer supervision and volunteer program management preferred
- The ability to work effectively with persons from diverse backgrounds and communication styles
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect preferred
- Commitment to CASA's goals and mission

ESSENTIAL ABILITIES:

- Demonstrated experience working with volunteers
- Ability to develop and maintain effective working relationships
- Ability to effectively communicate verbally and in writing
- Ability to speak in public
- Ability to manage and supervise volunteers
- Ability to support program in a community setting
- Demonstrated computer literacy

ACCOUNTABILITY:

The Guardian ad Litem Supervisor reports directly to the Executive Director who is responsible for his/her performance evaluations.