 Frontier CASA

CASA MANAGER Job Description

Part-Time (or less)

Reports to: Executive Director

Position Summary:

The CASA Manager provides staff support, supervision and case management to the CASA Volunteers, ensuring that children involved with the CASA program receive individualized advocacy and early permanency planning in accordance with the Oregon Statute, Federal laws and the policies of Frontier CASA. The CASA Manager always maintains strict confidentiality. The CASA Manager position is an integral member of the Frontier CASA program’s advocacy team.

Responsibilities include:

* Provide quality case management and supervision of advocate volunteers, helping them to maintain and enhance their performance over time
* Supervise, monitor and support advocate volunteers to ensure compliance with protocol and policies.
* Maintain effective coordination with the court on case assignments; notify volunteers of hearing dates, attend hearings as required/requested and track court dates
* Manage advocate volunteer case assignment; maintain data from volunteer regarding cases
* Ensure the preparation and distribution of CASA case documentation
* Review and distribute volunteer court reports
* Assistant in the annual evaluation of CASA performance
* Coordinate with the Executive Director to conduct regular case management meetings
* Provide support and motivation to maintain and enhance volunteer’s efforts
* Assist in recruiting and interviewing as needed

Program Support:

* Represent Frontier CASA in the community, child welfare and juvenile court system through participation in work groups, committees and public relations activities as assigned
* Participate in staff meetings
* Participate in program implementation, evaluation and planning
* Participate in pre-service screening and training as well as continuing education for CASA volunteers as requested by Executive Director
* Complete new CASA training
* Assist the Executive Director in whatever capacity necessary to maintain the integrity and success of Frontier CASA

Qualifications:

* Must complete a recruitment process, interview, reference checks, background check, which includes but is not limited to DHS history, fingerprinting, sex offender registry, and social security verification. Background checks will be completed for each state that the applicant has lived in within the last seven (7) years.
* The ideal candidate should be knowledgeable and passionate about the issues of child abuse and neglect as well as commitment to an organized and efficient program.
* Previous experience in social services or working with volunteers a plus.
* The candidate must have excellent verbal and written communication abilities. Proficient use of computers, Microsoft Office, developing spreadsheets, and entering and tracking data.
* The ability to work with diverse groups, including people struggling with poverty, drug addiction, abuse and neglect. Ability to successfully complete National curriculum pre-service training.
* Must have a personal car, a current Oregon Driver’s license and auto liability insurance.
* Flexibility with work schedule is a must as some work may develop outside of normal office hours
* Ability to take initiative, work independently, perform under pressure and multitask efficiently is essential.
* Ability to work remotely by providing a secure workspace to ensure confidentiality with files and conversations. Some evening & weekend work required.

Education & Experience Requirements:

* Minimum of 1-year experience in administration of volunteer, non-profit or public service agency or Bachelor’s degree in social work, psychology, or other related work.
* Candidates will demonstrate strong skills in fiscal management and data entry, tracking and maintenance of database for volunteer data collection.
* Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis and other social services
* Flexibility with work schedule is a must

Agency Description:

Frontier CASA recruits, trains and supports volunteer advocates for children who are victims of physical or sexual abuse, neglect, threat of harm of other criminal acts that is the basis for juvenile court dependency supervision in Gilliam and Wheeler counties. At Frontier CASA, we don’t just accept difference, we value it and support it to create a culture of dignity and respect for our employees.

Frontier CASA will provide equal employment opportunity without regard to race, color, age, sex, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity or status as a veteran.