

**Position Title: Case Supervisor Dickinson (10 hours per week)**

**Responsible to: Executive Director**

**Resume deadline Nov 15, 2016 at 5pm**

**Purpose of Position:**

The Case Supervisor is primarily responsible for the implementation of the Court Appointed Special Advocate program services in Dickinson County. This includes case management activities of CASA volunteers, court attendance, written court report review, and sending to Executive Director for final approval and dissemination. Mentors new volunteers and aids seasoned volunteers with difficult cases.

**Key Responsibility Area: Case Management**

**Specific Duties**

1. Help recruit volunteers in Dickinson County.
2. Track Court Calendar created by Executive Director for the volunteers assigned under this position.
3. Receive court appointments while you are in court and report new cases to Executive Director.
4. Consult with each CASA volunteer about problems or concerns and offer suggestions as to an appropriate course of action. (Consult with each volunteer at least one time per month.)
5. Make weekly contact with all newly assigned volunteers for at least 60 days.
6. Oversee the completion of Volunteer Monthly Report forms; insuring that the CASA Volunteer Coordinator receives a monthly written report from each volunteer.
7. At a minimum, provide annual evaluations to CASA volunteers on their performance.
8. Assist volunteers in preparing court reports.
9. Provide court report to Executive Director for final approval and dissemination.
10. Ensure that copies of all court orders and reports are maintained in CASA office and are made available to the CASA volunteer assigned.
11. Attend all court hearings with the volunteer assigned in Dickinson County.
12. Attend any meeting in Dickinson County in which CASA is invited.
13. Maintain appropriate communication with Executive Director, other Court personnel, representatives of DCF and SFCS, and other agencies involved in cases.
14. Attend Case Planning Conferences as necessary.
15. Attend staff meetings.

**Knowledge or Experience:**

- Understanding of the foster care system, Department of Children and Families, court, and/or Court Appointed Special Advocates
- Public speaking experience
- Familiarity with data entry
- Strong organizational, verbal and written skills are considered a priority.
- Must be a self-motivator.
- Ability to work cooperatively and effectively with different types of personalities a must.
- Basic computer skills required.

**Minimum Qualifications / Experience:**

- Volunteer Management, Teaching, Public Speaking, and working with Non-Profit Organizations preferred.
- Proficiency in Microsoft Word, Publisher, PowerPoint, and Excel
- Must be at least 21 years old
- High school diploma or GED
- Ability to lift 25 pounds
- Clerical support experience
- Ability to maintain and project a professional image for the program to the community, including dependability and punctuality
- Ability to initiate contacts to further the program mission
- Must sign releases for and pass all required background checks, including a Motor Vehicle Record (MVR) check
- Maintain liability insurance on vehicle
- Ability to maintain confidentiality