



Columbia Gorge CASA

Mailing: PO Box 663, Hood River, OR 97031

Office: 1308 12th St., Hood River, OR 97031

(541) 386-3468 / www.gorgecasa.org

Volunteer Supervisor Job Description

Office Location: Hood River
Reports to: Volunteer Manager
Status: 20 hours/wk, non-exempt
Salary/Benefits: \$16.25/hour with paid vacation & sick leave & flexible work schedule

Our Mission

The mission of Columbia Gorge CASA is to advocate for the best interests of children in foster care in Wasco, Sherman and Hood River counties and to be a recognized voice in the Gorge regarding the circumstances and needs of children in foster care.

Position Summary

The Volunteer Supervisor provides supervision and case management support for up to 15 CASA volunteers. CASA volunteers are trained and supported community volunteers appointed by local judges to advocate for the needs and well-being of children in foster care. The Volunteer Supervisor ensures that children served by the program receive sound volunteer advocacy and early permanency planning in accordance with Oregon Statutes, federal laws and policies of Columbia Gorge CASA.

Essential Duties and Responsibilities

Volunteer Supervision (80%)

1. Monitor, manage and support the advocacy efforts of assigned volunteers through consultation, guidance, problem solving, feedback, evaluation, motivation, training, and preparation for court hearings.
2. Proactively and consistently engage with assigned volunteers to ensure a high level of support and to enrich their volunteer experience.
3. Monitor case-related activities of volunteers to ensure compliance with program policies & procedures, including confidentiality, cultural competency, and self-management.
4. Review and distribute case documents/discovery to assigned volunteers.
5. Attend court hearings and other case related meetings as needed and appropriate.
6. Review volunteer Court Reports and facilitate revisions as needed. Distribute final Court Report to case legal parties.
7. Consult with the Volunteer Manager regarding new volunteer case assignments and concerns regarding current volunteer assignments/actions/issues.
8. Ensure that assigned volunteers complete 12-hours of continuing education annually.
9. Assist with development of continuing education opportunities as requested.



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10. Conduct an annual review for each assigned volunteer.
11. Assist in volunteer recruitment and appreciation activities as requested.

Administrative (12%)

1. Document case & volunteer activity and demographic information in agency database.
2. Maintain up-to-date personnel files for each assigned volunteer in accordance with program policies and National CASA standards.
3. Assist with development of marketing or training materials as requested.

Program Outreach and Improvement (8%)

1. Attend staff meetings, conferences, community partner committees, and other meetings as requested. Represent or present about the organization as needed.
2. Recommend new or revised policies to improve program effectiveness and quality.
3. Complete new volunteer training and participate in of 12-hours of relevant continuing education annually.
4. Maintain current knowledge base of resources, information and conditions regarding child abuse & neglect and CASA standards.
5. Other duties as assigned.

Qualifications and Requirements

1. Associate or Bachelors degree and one year of experience in juvenile justice, social services, child welfare, child development, volunteer management or equivalent combination of education and experience.
2. The ability to communicate with, support and empower volunteers to be effective in their roles. Candidates with experience in volunteer management given preference.
3. Candidates with prior or current experiences as a CASA, working knowledge of CASA, juvenile court systems, and child welfare given preference.
4. Professional demeanor with excellent interpersonal communication skills.
5. The ability to work independently with strong organization and prioritization skills.
6. Strong writing & editing skills.
7. Proficiency with computers including databases, Microsoft Office Suite & Adobe.
8. Skill in identifying, analyzing, and recommending solutions to complex problems.
9. Ability to appropriately manage and safeguard confidential information.
10. Demonstrated respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender.
11. Flexibility in weekly schedule may be required related to training and community events.
12. Current driver's license, insurance and reliable car.
13. Must be 21 or older and submit to criminal background & abuse/neglect history checks.



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To Apply

Application materials must be received by Wednesday, **September 12, 2018** at 5:00 PM.

Email application materials to: execdir@gorgecasa.org with the subject line "Volunteer Supervisor Application"

Submissions must include:

- 1) Cover letter indicating your interest in working for CASA and your applicable qualifications;
- 2) Resume; and
- 3) List of three professional references with email and phone

Columbia Gorge CASA is proud to be an equal opportunity employer. We are committed to an environment that welcomes and supports diversity. We seek diversity of identity, perspective, and background in our staff, board and volunteers.