

CASA of Denton County, Inc.

Job Description: Casework Supervisor

Classification: Exempt Full-time Position

Reports to: Program Director

Qualifications:

- Bachelor's Degree in Social Work or related field, or Bachelor's Degree in any field with minimum of two years related experience
- Experience in volunteer supervision
- Computer literate in Microsoft Word and database management programs
- Professional oral and written communication skills
- Ability to interact cooperatively with diverse populations and different types of personalities
- Ability to maintain confidentiality and discretion

Responsibilities:

- Represent CASA to the court, to child welfare agencies including CPS, attorneys and service providers, and other community agencies who serve abused and neglected children and their families
- Assist with volunteer recruitment, retention and recognition activities
- Supervise court advocate volunteers, providing guidance and direction
 - participate in case staffings
 - attend court hearings
 - assist in preparation of court reports
 - provide information regarding community resources
 - assist in making contacts and/or visits
- Work cases as a staff advocate when volunteers are not available
- Maintain case records for all cases under your supervision
- Ensure volunteers under your supervision are accountable to Minimum Standards
- Maintain statistics and keep database updated in a timely manner
- Participate in volunteer training, as presenter and as facilitator
- Attend, support, or assist with volunteer continuing education activities
- Participate in continuing education opportunities relevant to this position
- Other duties as assigned by the Program Director or Executive Director

Conditions of Employment

- Flexible schedule includes regular office hours and some evening and weekend work
- Must have daily transportation in order to attend meetings, attend court hearings, visit children and represent CASA at other functions
- Must provide proof of insurance

Revised 11/2018.