



January 2024

**JOB TITLE: Case Supervisor, Marin CASA -
Marin Court Appointed Special Advocates**

Status: Full-time/Exempt

Location: San Rafael, CA.

Salary: \$57,000 - \$65,000

Marin Court Appointed Special Advocates (CASA) recruits, trains and supervises community volunteers (advocates/CASAs) who provide consistency and support for children in the Marin County juvenile court system. CASAs provide one-on-one advocacy for the child they are appointed to and speak up for the best interests of their children in the courtroom and the juvenile court system to ensure that their needs are being met.

POSITION SUMMARY: The CASA Case Supervisor is responsible for the direct supervision and case management of volunteers -- ensuring that children and families in the Marin juvenile court system receive the highest quality advocacy. The CS must possess a trauma-informed perspective on working with children and families, an understanding of the dynamics of child abuse and neglect, and working knowledge of the child welfare and/or juvenile justice systems.

RESPONSIBILITIES: Specifically, the Marin CASA Case Supervisor:

Supervision and Case Management:

- Provides quality supervision to a maximum of 22 volunteers or 33 cases as required by national, state, and local standards
- Provides ongoing individualized support and coaching to volunteers as needed, including constructive feedback on volunteer performance
- Identifies and supports volunteers in accessing community resources and services for children and families
- Consults with CASA program director on case assignments
- Attends court hearings for assigned CASA cases
- Prepares volunteers for court, including notifying volunteers of upcoming court hearings, editing and submitting court reports before hearings

- Collaborates with community partners such as the Marin County Juvenile Court, Children and Family Services, attorneys, health providers, educators, and mental health practitioners
- Conducts annual review of volunteer advocates
- Maintains and updates electronic case files in Optima database
- Reviews volunteer data entry to ensure compliance with record-keeping policies
- Works collaboratively with staff to develop and track program outcomes
- Participates in individual supervision meetings, group consultation meetings, and agency-wide staff meetings
- Completes a minimum of 12 hours per year of continuing education to enhance professional development

Training and Recruitment:

- Participates in the recruitment, screening and interview process of volunteers
- Assists with development of continuing education training curriculum
- Provides or facilitates structured training as needed
- Represents the program at recruitment and outreach events as needed
- Other duties as assigned

JOB SPECIFICATIONS/QUALIFICATIONS:

- At least 3 years of professional experience working with children and families and/or in volunteer program management
- Incorporation of a trauma-informed, anti-racist, and anti-oppressive lens in working with community, staff, and volunteers
- Ability to cultivate and develop collaborative, inclusive, and equitable working relationships with staff, volunteers, and community members
- Ability to accomplish projects with little supervision. Strong project management skills, including exceptional attention to detail
- Adaptability, flexibility, and resourcefulness in setting priorities and managing resources
- Proficient use of the latest versions of Google Workspace, Microsoft Word, Excel, PowerPoint, mail merges, email, and web searches

Preferred:

- Advanced degree in a human services discipline, social work, psychology, law, or related field
- At least 2 years of professional or volunteer experience in child welfare or juvenile justice
- Bilingual - Spanish/English

REPORTING RELATIONSHIPS: The CS reports to the Program Director. The CS directly supervises a case load of CASAs (volunteer advocates). When fully staffed, Marin CASA has 5-7 employees, both full and part time. After recent restructuring, several positions at Marin CASA are currently being recruited for — this is an exciting time to create and build a new team.

Marin CASA conducts reference checks and criminal background checks on all new hires. All Marin CASA employees must consent to: Livescan Screening with Child Abuse Central Index, Social Security

Verification, National/Local Sex Offender Registries, Megan's Law, OFAC (government watch list) and National Criminal Database. A candidate whose background check is unacceptable to Marin CASA will not be hired.

Salary: \$57,000 - \$65,000 Final offer commensurate with experience.
Benefits include PTO, 401k, Medical, Dental & Vision

Please submit a cover letter that tells us why Marin CASA is the right place for you, along with your resume, and professional references no later than February 2, 2024 to: Kerry Enright : CSMarinCASA@articulateintegrity.com

Resumes will be reviewed as they are received.

Marin CASA is an Equal Opportunity Employer committed to creating a diverse and inclusive company culture. Marin CASA does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.