



Job Title:	Case Supervisor	Location:	Pueblo Office
Program:	CASA of Pueblo	FLSA Status:	Exempt
Reports To:	Program Director	Hours Per Week:	40
Employee Name:		Salary Range:	\$40,000 to \$43,000 Annually

### Position Summary

The Case Supervisor provides professional staff support to CASA volunteers ensuring that children and youth involved with the CASA of Pueblo program receive quality advocacy. The Case Supervisor position is responsible for volunteer training, volunteer supervision and coordination of cases involving youth ages birth to 18+.

### CASA of Pueblo's Mission

CASA of Pueblo's mission is to advocate for abused and neglected children by providing a voice in the courts and in the community through trained volunteer advocates.

### Essential Duties and Responsibilities

- Complete CASA training and office training.
- Assist in the recruiting, screening, interviewing, and training of new volunteers.
- Submitting and tracking background check information regarding volunteers.
- Review new cases and assign appropriate volunteers in consultation with the Program Director.
- Prepare and distribute assignment documentation.
- Help develop initial case plans and on-going strategies for advocacy.
- Review, finalize and submit/distribute volunteer court reports.
- Maintain volunteer files and case files in office.
- Attend court hearings and track court dates.
- Participate in Colorado CASA meetings in Denver as assigned.
- Provide ongoing supervision, assistance, and consultation for volunteers.
- Participate in volunteer evaluations as assigned by the Program Director.
- Oversee assigned projects and assist with identified needs.
- Attend staff meetings and assist in the evaluation of the program.
- Attend in-service trainings and assist with coordination as required.

- Assist in volunteer appreciation and fundraising events as well as other special events that represent CASA of Pueblo as assigned.
- Provide office coverage as assigned by the Program Director.
- Complete work time sheets monthly.
- Data entry and statistical data recording.
- Attend conferences/seminars/meetings as requested by the Program Director or Executive Director.
- Participate in performance evaluations of this position as directed by the Program Director and Executive Director.
- Other duties as may be assigned by the Executive or Program Director.

#### **Required Knowledge, Skills, and Abilities**

- Must be a minimum of 21 years of age.
- Have no felony convictions or be listed on the Colorado TRAILS system, FBI, the Colorado Bureau of Investigation, or any other abuse registries.
- The ability to communicate with, supervise and empower volunteers to be effective in their roles.
- The ability to work cooperatively with different types of personalities.
- Public speaking/writing skills and strong interpersonal skills.
- Ability to manage and prioritize a large workload and work quickly and accurately with few mistakes.
- Must have reliable transportation to attend out-of-town meetings as well as in-town meetings and home visits with a valid driver's license and insurance.
- Job duties, at times, may require flexible work hours outside of regular business hours or scheduled work hours.
- General knowledge of Mac OS and Microsoft Office programs.
- A commitment to CASA's goals and mission.

#### **Preferred Qualifications:**

- Experience supervising volunteers
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect as well as knowledge of Dependency and Neglect court actions and Child Welfare laws.
- Bi-lingual Speaking and Writing Skills

#### **Education and Experience**

##### **Required:**

- Bachelor's degree in human service-related field or equivalent combination of education and experience.

**Physical Demands**

- This position requires that the incumbent be capable of bending, sitting, stretching, and/or reaching regularly for periods of up to 2 hours without a break.
- This position requires that the incumbent can lift and carry items upwards of 20 lbs.
- This position requires a time behind a computer screen and that can be strenuous on the eyes.

**Work Environment**

The overall work environment relaxed and overall pleasant. This position can and will be exposed to all environments from quiet to noisy, climate controlled to extreme outdoor heat and cold.

**Required Background Checks & Documentation**

- Colorado Trails Registry for Child Abuse/Neglect
- Criminal Background Investigation (CBI & FBI)
- Colorado Sex Offender Registration Check
- National Sex Offender Registration Check
- Reference Check
- Transcripts
- I-9 Documentation

**Available Benefits**

- Health, Vision, Dental Insurance
- Aflac
- Life Insurance
- Cell Phone Reimbursement
- Mileage Reimbursement for out of county business
- Paid Holidays, Vacation, Sick and other leave opportunities

**Employee Acknowledgement**

I understand that this description is not intended to be all-inclusive. Employees may perform other related or assigned duties as required to meet the ongoing needs of the organization. Other functions may be assigned, and management retains the right to add or change the duties at any time. I have received a copy of this position description for my own records.

Employee Signature:

Printed Name:

Date: