

Yamhill County CASA Program

Volunteer Supervisor

Role

The Volunteer Supervisor coordinates case management activities of Court Appointed Special Advocate (CASA) volunteers appointed by the court to advocate on behalf of abused and neglected children. The Volunteer Supervisor, with the support of program staff and under the guidance of the Executive Director, recruits, screens, trains, and supports both advocate and non-advocate volunteers.

Responsibilities

- Meet monthly with Yamhill County CASA advocate volunteers for case planning in-person, by video conference, or over the phone
- Meet with Yamhill County CASA non-advocate volunteers every three months to keep volunteers engaged and monitor projects in-person, by video conference, or over the phone
- Conduct annual volunteer performance reviews as specified in National CASA standards and in our commitments to grantors
- Maintain familiarity with key open juvenile dependency cases as needed
- Attend meetings and court hearings on behalf of Yamhill County CASA for open juvenile dependency cases without an assigned CASA
- Attend meetings and court hearings on behalf of Yamhill County CASA when the assigned CASA has notified the program that they are unable to attend, or when a CASA asks for supervisor support
- Serve as the contact point between Yamhill County CASA advocates and the court, the Citizen Review Board, and case parties, by relaying messages, documents, and communications
- Efficiently manage case related and volunteer related data entry ensuring currency as required by National CASA standards
- Insure both digital and paper case files are kept orderly, current, and filed appropriately
- Assure all records pertaining to cases are confidentially maintained in a manner consistent with state law, National CASA standards, and Yamhill County CASA confidentiality standards
- Maintain positive working relationships with all staff, volunteers, juvenile court personnel, and community partners while maintaining confidentiality standards
- Facilitate the recruitment, screening, interviewing, and training of new CASA volunteers
- Provide a written monthly update on recruitment and retention to the Board of Directors
- Assist with the routine clerical and housekeeping tasks of the office, as needed
- Periodic assistance with fundraising events and administrative work as necessary
- Periodically attend community partner events on behalf of the Yamhill County CASA program

- Attend state and local trainings in support of the Yamhill County CASA program goals and attend state and national CASA conferences as resources are available
- Perform other tasks as assigned by the Executive Director

Requirements

- Candidates with a criminal history involving violent crimes or crimes against children cannot be considered for this position
- Candidates with founded allegations for child abuse or neglect cannot be considered for this position
- Must be 21 years old
- Must participate in the next available Yamhill County CASA pre-service training and be sworn in as a CASA
- Must participate in the National CASA facilitator training as soon as eligible
- Must be familiar with Microsoft programs, including Word, Excel, Outlook, and OneDrive, and be comfortable in working with databases
- Excellent oral and written communication skills
- Strong leadership and interpersonal skills
- Knowledge of the dynamics of abuse and neglect, and/or child welfare systems is beneficial, but not required (training will be provided)