

CASA of Hill County Texas
CASA Guardian Ad Litem Supervisor Job Description
Supervisor 2

- Support and Supervise volunteers; not to exceed 30 volunteers or 45 cases
- Maintain volunteer and children's records
- Assist in permanent placement options for children in foster care.
- Attend and moderate training sessions for new and current volunteers.
- Complete 12 hours on-going training annually
- Assign volunteers to cases.
- Report monthly VOCA and CVC activities
- Volunteer Retention
- Assist in new volunteer recruitment and screening
- Assist in volunteer training and ongoing support, including ongoing training in crime victim's services and assistance programs in coordination with the County Crime Victim Coordinator.
- Prepare advocates for court hearings and trials.
- Oversees implementation and ongoing structure of Collaborative Family Engagement. This includes but is not limited to facilitation of Family and Team Meetings, family finding and engagement and collaborative efforts with CPS, Attorneys, the court, etc.
- A CASA Supervisor may accompany the volunteer advocate during any or all of the following tasks, or may stand in for the volunteer when necessary:
 - a. Regular in-person contact with CASA children.
 - b. Regular contact with all parties and collaterals involved in the child's case.
 - c. Interviews with parents and other family members as appropriate.
 - d. Observation of visits and other contacts between CASA children and their families.
 - e. Conduct home checks of prospective relative placements.
 - f. Locate needed services for CASA children including crime victim's assistance information and referral
 - g. Collect relevant records and other data as needed including outreach and training opportunities for VOCA, CVC and OVAG grant targets.
 - h. Prepare written reports for court hearings.
 - i. Attend court hearings with advocate.

Knowledge, Skills and Experience:

Bachelor's Degree preferred, but will substitute experience working at a CASA program at least three years or experience working as a CASA volunteer. Will require on-going goal to complete bachelor's degree if not obtained at the time of hire. Working knowledge of the juvenile and child welfare system or social services a plus. Experience in staff or volunteer supervision preferred. Clear and concise writing skills needed for court reports and correspondence. Good presentation skills a must. Attention to detail and accuracy essential.