



## **Court Appointed Special Advocate Supervisor (Huron County)** Part-Time Position Description

### **Organization**

The CAN Council is a regional nonprofit organization dedicated to the prevention of child abuse and neglect through its nationally accredited and evidence-based education, intervention, and advocacy programs. Founded in 1979, the CAN Council has consistently grown over the past 42 years to meet the needs of the community's children and families, providing services in Arenac, Bay, Huron, and Saginaw counties. For more information, visit [CANcouncil.org](http://CANcouncil.org).

### **Position**

The CASA Supervisor supervises, manages, and supports a CASA volunteer caseload as well as, among other tasks, facilitates pre-service training classes for prospective CASA volunteers.

Court Appointed Special Advocates (CASAs) are highly trained volunteers who serve as an additional set of eyes and ears for the court and who advocate for children within the court system due to abuse or neglect. Each CASA volunteer advocates for one child or sibling group at a time. CASA volunteers stay with a child or sibling group until they are placed in a safe, permanent home and the case has closed.

The CASA Supervisor must have occasional evening and weekend availability for CASA training, CASA monthly meetings, CAN Council fundraisers, etc. The CASA Supervisor shall have the ability to travel extensively throughout Thumb regions and occasionally throughout the Bay and Saginaw counties.

### **Responsibilities**

#### **Volunteer Recruitment**

- Brainstorm, plan, and execute methods for recruiting CASA volunteers
- Assist the CASA Program Director with the screening of prospective CASA volunteers
- Participate in CASA pre-training interviews to determine suitability of applicants

#### **Volunteer Supervision and Training**

- Supervise and manage a CASA volunteer caseload, not to exceed 30 volunteers
- Ensure timely submission of CASA volunteer contact logs and CASA court reports
- Serve as a professional liaison between the court, collateral professionals, and the CASA volunteers
- Support advocacy efforts of and communicate regularly with CASA volunteers
- Plan for and conduct initial CASA training in compliance with National CASA standards
- Plan for and/or conduct ongoing in-service training opportunities for active CASA volunteers

#### **Administrative Duties**

- Maintain up-to-date case records, electronically in the program database
- Assist the CASA Program Director in planning and arranging volunteer recognition and appreciation
- Attend the Michigan CASA Annual State Conference along with other professional development opportunities
- Evaluate the effectiveness of volunteer recruitment, training, assignment, and recognition efforts
- Assist CAN Council staff in various tasks and responsibilities as necessary

## **Community Relations**

- Contact community groups and organizations to arrange presentations to recruit CASA volunteers and increase community awareness of the CASA program

## **Qualifications**

- Bachelor's degree required in Social Work or related human service studies
- Minimum 1-3 years of experience in a related field
- Excellent written and oral communication and interpersonal skills
- Knowledge of the child welfare and permanency planning for children
- Ability to understand the dynamics of child abuse and neglect
- Working knowledge of the family court system and child protective proceedings
- Knowledge of Microsoft programs and databases
- Excellent interviewing and assessment skills; experience in planning, organizing, training, and supervising a program or volunteers
- Organizer and collaborator; proactive and timely; ability to work efficiently, effectively- and with flexibility

*It is the policy of the CAN Council to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Persons who do not meet all of the listed job criteria but who feel that their knowledge, skills, and experience make them well-qualified candidates are encouraged to apply.*