

**Position Title: Morris Case Supervisor**

**Responsible to: Executive Director**

**Purpose of Position:**

The Morris Case Supervisor is primarily responsible for the implementation of the Court Appointed Special Advocate program services in Morris County. This includes case management activities of CASA Volunteer Advocates, court attendance, written court report review, and sending to Executive Director for final approval and dissemination. The recruitment of mentoring of new volunteers and aiding seasoned volunteers with difficult cases.

**Key Responsibility Area: Case Management**

**Specific Duties**

1. Keep CASA Council Grove office open during business hours. If unavailable to work, coordinate with a volunteer to cover office.
2. Help to recruit volunteers in Morris County.
3. Track court calendar updated for the volunteers under this position.
4. Receive court appointments while you are in court and report new cases to Executive Director.
5. Consult with each CASA Volunteer Advocate about problems or concerns and offer suggestions as to an appropriate course of action. (Consult with each volunteer at least one time per month.)
6. Make weekly contact with all newly assigned volunteers for at least 60 days.
7. Oversee the completion of volunteer monthly report forms; insuring that the Outreach Coordinator receives a monthly written report from each volunteer.
8. At a minimum, provide annual evaluations to CASA Volunteer Advocates on their performance.
9. Assist volunteers in preparing court reports and addendums when necessary.
10. Provide Executive Director with court reports for final review and dissemination.
11. Ensure that copies of all court orders and reports are maintained in CASA office and are made available to the CASA Volunteer Advocate assigned.
12. Attend all court hearings with the volunteer assigned in Morris County and other counties as needed.
13. Attend any meeting in Morris County in which CASA is invited.
14. Maintain appropriate communication with other court personnel, representatives of DCF and SFM, and other agencies involved in cases.
15. Attend case planning conferences for Morris County cases as necessary.
16. Assist with fundraising events.
17. Produce at least two articles for each newsletter.
18. Assist with case data entry into the database.
19. Attend monthly staff meetings.
20. Attend monthly case supervisor meetings.

**Knowledge or Experience:**

- College Degree STRONGLY preferred.
- Understanding of the foster care system, Department of Children and Families, court, and/or Court Appointed Special Advocates.

- Public speaking experience.
- Familiarity with data entry.
- Strong organizational, verbal and written skills are considered a priority.
- Must be a self-motivator.
- Ability to work cooperatively and effectively with different types of personalities a must.
- Basic computer skills required.

**Minimum Qualifications / Experience:**

- Volunteer management, teaching, public speaking, and working with non-profit organizations preferred.
- Proficiency in Microsoft Word, PowerPoint, and Excel.
- Must be at least 21 years old.
- High school diploma or GED.
- Ability to lift 25 pounds.
- Clerical support experience.
- Ability to maintain and project a professional image for the program to the community, including dependability and punctuality.
- Ability to initiate contacts to further the program mission.
- Must sign releases for and pass all required background checks, including a Motor Vehicle Record (MVR) check.
- Maintain liability insurance on vehicle.
- Ability to maintain confidentiality.