**CASA of Shawnee County Job Description**

**Wage Hourly/Salary  $18.00/**Hourly

***Sign-on******BONUS of $500 upon successful completion of 90 days***

**Job Summary / Overview:**

The Child in Need of Care (CINC) Supervisor position is part-time and involves supervising and/or supporting volunteer advocates in CINC cases according to the policies of CASA of Shawnee County, the standards of the Kansas Supreme Court, and National CASA/GAL Standards. The CINC Supervisor keeps documentation and data on each of his or her cases current; assists in the recruitment, screening, and training of volunteers; attends court hearings, trials, and case staffings as needed; assists in implementing in-service training and volunteer recognition activities; manages/supervises a set of volunteers and their work with children; maintains a professional image and impression of CASA at all times; keeps up with current information pertaining to the child welfare system and supports the CASA organization in other activities in the community per the direction of the Executive Director. The current hours are 20-25 per week, flexible and based on the needs of the program.

Success in the role is measured on:

• Data entry accuracy

• Communication with and among the program team as well as the DCF foster care contractor and community partners

• Timely documentation and reports to child welfare partners, including the Third Judicial District Court

• Electronic and paper case file management

**Essential Functions:**

• Prepare and maintain case files according to the standards of the Office of Judicial Administration and the National CASA/GAL Association

• Maintain timely and accurate documentation and data on current cases

• Data entry to maintain statistics for the CASA program including data forms for each case

• Provide an Activity Report to the Executive Director monthly

• Other duties as assigned

**Preferred Education and Experience:**

• Experience with the foster care system, Department for Children and Families, court, and/or Court Appointed Special Advocates

• Ability to communicate concisely and clearly, including written documentation

• Previous supervisory experience

• BSW, related degree or 5+ years of experience in a related field

**Level of Managerial Experience**

• Supervisory experience preferred

**Travel Requirements**

• In-county travel (valid state driver’s license required)

• Infrequent out-of-county travel for staff development

CASA of Shawnee County is an EEO/AA employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, or sexual orientation.'  
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Work Remotely

* Temporarily due to COVID-19

Job Types: Full-time, Part-time

Pay: $18.00 per hour

COVID-19 considerations:  
All staff, volunteers and visitors to the office are required to wear a mask and practice social distancing.