

Be Purpose Driven!
Looking for a career where you can make a difference?
Great news, we are expanding our team!



OPEN POSITIONS

- **Case Supervisor, Full-Time** (see attached job description)

CASA OF HUMBOLDT

CASA of Humboldt is a non-profit, tax exempt 501(c)(3) that was established to serve youth in our community who are in foster care. Since its inception in 1991, CASA of Humboldt has utilized a volunteer-based model of service delivery using Court Appointed Special Advocates (CASAs), sworn officers of the Court, to provide mentorship and advocacy to youth involved with the dependency system.

At CASA of Humboldt, we believe that every child in our foster care system should be inspired and supported to live their best life. The children we serve are at the center of every decision we make and every action we take. By joining CASA of Humboldt, you will have the opportunity to work alongside like-minded professionals, investing in our future and ensuring every foster child in Humboldt County has the nurturing support of a caring adult and the access to the resources needed to thrive.

OUR TEAM

We are a vibrant organization that exudes CARE—Collaboration, Adaptability, Respect, and Equity! CASA of Humboldt has a diverse culture, and its staff work together productively to further the mission, vision, and values as well as to build its potential. With this in mind, we are looking for dynamic individuals to join our team.

PERKS AND BENEFITS

In addition to a competitive wage structure, we offer a variety of perks and benefits! Self-care is celebrated every day of the year and we support a healthy work life balance. We offer health, dental, vision, paid time off, 12 paid holidays a year, and retirement plan with employer match.

NON-DISCRIMINATION POLICY

At CASA of Humboldt, we don't just accept difference — we celebrate it and recognize the value it brings to our kids, CASA Volunteers and employees. CASA of Humboldt is proud to be an equal opportunity workplace.

APPLICATION PROCESS

Please submit an application (found at <https://www.humboldtcasa.org/jobs>), current resume, and cover letter addressing your interest in the position and what makes you uniquely qualified. Include your relevant experience and skills as related to the job description. Please email your application materials to Jeanne Gordon at Jeanne@humboldtcasa.org.

CASE SUPERVISOR

Job Summary: Ensures that dependency children assigned to CASAs receive the advocacy they need, that the volunteers are supported and that policies and procedures of the CASA program are followed by all volunteers. Maintains an ongoing caseload of CASAs; provides supervision and support to CASAs in the exercise of their duties; establishes routine contact with all volunteers and maintains detailed records concerning all contact with volunteers and other parties involved in a child's case; with support, conducts annual evaluations with each volunteer and maintains a written record of the evaluation in the volunteer file; Implements and participates in volunteer training and continuing education as assigned.

Classification: Non-exempt

Reports To: Executive Director

Expected Hours of Work: standard business hours Monday- Friday with occasional nights or weekends required

Salary: Range of \$19.26/hour to \$26.06/hour depending on experience and qualifications

Minimum Qualifications:

CASA of Humboldt is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status or genetic information.

Required:

- Bachelors' degree
- 6 months experience working with children and families
- CA Drivers' License
- Proficiency in computer and technology software, such as Word, Excel, Outlook, and Zoom
- Excellent verbal and written communication skills

Preferred:

- Bachelors' degree in child development, psychology, social work or counseling
- Experience working with children and families involved in child welfare services

Essential Functions:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Quality

1. Responsible for client caseload according to program standards, including updating files, reviewing court reports, assisting with court report writing, developing case plans, attending court hearings/meetings, attending youth appointments/home visits in the community, and providing case management
2. Maintains detailed records concerning all contact with volunteers and other parties involved in a child's case as required by program standards, funders, and governing bodies, including documentation in tracking databases
3. Meets program productivity standards as required by local, state, or national guidelines
4. Provides first line support to ensure volunteers are able to complete their duties and that policies and procedures of the CASA program are followed by all volunteers; also contributes to volunteer training efforts and performance evaluations

Teamwork: Develops and positive working relationships with colleagues, demonstrates clear and effective communication (verbal and written), and keeps private discussions confidential

Customer Service: Holds self accountable to providing the highest level of customer service to internal and external customers and is available for work on a consistent and timely basis

Finance: Uses time, resources, and supplies responsibly and accurately tracks time worked in appropriate systems

Community: Demonstrates support of the mission at CASA of Humboldt and presents a positive and professional image to stakeholders