FAMILY SERVICES OF THE MERRIMACK VALLEY
JOB POSTING

Job Position: Court Appointed Special Advocate (CASA) Supervisor
Reports to: CASA Director
Status: Full-time (35 hours/week), Non-Exempt

POSITION DESCRIPTION
Family Services of the Merrimack Valley is seeking a full-time (35 hours/week) CASA Advocate Supervisor for its Essex County Court Appointed Special Advocate (CASA) program. The CASA Advocate Supervisor will supervise and support a group of volunteers who advocate for abused and neglected children, focusing on older children and teens, involved in Care and Protection cases heard out of the Essex County Juvenile Courts. Family Services is seeking candidates capable of working independently as well as in a team environment, those that are computer literate, as well as those that have had supervisory experience and/or experience working with DCF, the court and community organizations. Bilingual (Spanish & English) skills are a plus!

DUTIES INCLUDE:
- Supervise volunteers as they advocate on behalf of abused and neglected children (with a focus on older children and teens), which involves frequent communication with other parties, follow up on service plans, visits with children/teens and foster families, attendance at meetings and court hearings.
- Provide coaching, consultation, support, and motivation to volunteers as they advocate on behalf of the best interests of abused and neglected children.
- Troubleshoot complex cases to ensure positive outcomes for the child(ren).
- Provide ongoing training to volunteers focusing on the needs of teens and strategies for successfully aging out of the system.
- Review cases with volunteer advocates at least monthly and review and approve volunteer court reports and finalize and distribute to the Court and parties to the case.
- Attend court hearings and other meetings, as needed.
- Review cases with CASA Program Director on a regular basis.
- Ensure accurate and timely submission of case related data.
- Participate in CASA recruitment activities and training of CASA Advocates.

QUALIFICATIONS:
- A bachelor’s degree in a related field is required.
- A minimum of 2 years’ experience in child welfare field is desirable.
• Excellent writing and oral communication skills are necessary.
• Strong organizational skills to manage court assigned cases, meetings, deadlines, fundraising, and community engagement activities.
• Experience working with volunteers and knowledge and understanding of juvenile law, child abuse and neglect, families in crisis, and other social services skills.
• Experience and competency working with diverse families and cultures.
• Proficiency in Microsoft Office products is required and database management skills are desirable.

ABOUT FAMILY SERVICES OF THE MERRIMACK VALLEY
Family Services is a non-profit, social service organization located in Lawrence, MA. The organization helps more than 7,000 people in the Merrimack Valley each year through 20+ programs focused on youth development, parent education and emotional health. All of its services are infused with a sense of hope and possibility and enable individuals to thrive in their family, community, workplace and school. For more information, please visit www.FSMV.org. FSMV is an equal opportunity employer.

COMPENSATION AND BENEFITS
This is a full-time, non-exempt position (35 hours per week) with a pay range of $19-$21/hour commensurate with experience. FSMV offers a generous benefit package including two health insurance options, dental insurance, fully paid life and long-term disability insurances as well as 4 paid weeks of Earned Time Off and 13 paid holidays per year. FSMV offers its valued and dedicated professionals a supportive and diverse work environment along with training and development opportunities.

TO APPLY
Interested candidates should reference CASA Advocate Supervisor and send a cover letter and resume to: Human Resources at recruiting@fsmv.org.