

**COURT OF COMMON PLEAS
PROBATE/JUVENILE DIVISION
GEAUGA COUNTY**

POSITION: **CASA Supervisor**

Court Appointed Special Advocates (CASAs) are community volunteers who act in the legally mandated role of the Guardian ad Litem by representing what is in the “best interest” of children involved in Juvenile Court due to abuse/neglect.

DESCRIPTION:

Under the general supervision of the CASA Program Director/CASA Supervisor, trains, supervises and supports approximately 18 CASA volunteers. Duties include, but are not limited to: providing guidance to CASAs on case activities and report writing; attending court hearings and meetings with the volunteers; collecting data on cases; planning and conducting pre-service and ongoing trainings; assisting volunteers in accruing 12 hours of ongoing training per year; attending training necessary for the effective performance of duties; and all other duties assigned.

The position requires an average of 24 hours per week. Schedule offers and requires the flexibility to be available four weekdays and occasional evenings and Saturdays.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE: **MINIMUM of undergraduate degree in social work or related field with at least 2 years of experience in child welfare working with families and children where issues that cause abuse / neglect exist (i.e. substance abuse, mental health etc) is required.** Supervisory experience is a plus.

POSITION REQUIREMENTS: Excellent written, oral communication, interpersonal and organization skills. Friendly disposition and ability to work collaboratively in a team.

Must pass a criminal background check, including driving record and pre-employment drug test.

COMPENSATION:

SALARY: Starting hourly salary at \$ 15.09-\$ 16.22 per hour depending on education, experience and qualifications.

BENEFITS: PERS, paid vacation based on at least 520 hours of service per year.

Applications can be found online at: www.co.geauga.oh.us/departments/common_pleas/probate_juv/jobs/app.pdf

SEND APPLICATION, RESUME AND COVER LETTER TO:

DAVID LUBECKY
COURT ADMINISTRATOR
COURTHOUSE ANNEX, 2ND FLOOR
231 MAIN STREET, SUITE 200
CHARDON, OHIO 44024

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED