

Advocates for Children, Inc.
Administrative Assistant Position/Case Supervisor

- I. Duties of the Administrative Assistant
- A. Answer phones with correct etiquette
 - B. Have good public relation skills with all encountered at the CASA office
 - C. Must maintain a neat and orderly job location
 - D. Must be prompt and dependable in keeping work hours [8-5], with a lunch break at 12-1.
 - E. Will carefully read and comply with all Personnel Policies
 - F. Verify that all skills listed on application are true and correct
 - G. Dress appropriately for office and possible court
 - H. Attend all necessary CASA volunteer training requirements
 - I. Attend training CASA deems necessary for better job performance for the benefit of CASA
 - J. Be prompt and timely with all timesheets and other document required by CASA
 - K. Responsible for helping to maintain the CASA office according to clean-up schedule.
 - a. requires light housekeeping =
 - a. Taking garbage out, vacuuming, dusting, etc.
 - L. Make sure CASA office is locked appropriately and securely when not in the building.
 - M. Responsible for delivering documents for CASA when requested to do so.
 - N. Take all questions and concerns to supervisor [Program Director]; then to Executive Director if necessary.
 - O. Must maintain, organize, update and file in crime victims cases/files.
 - P. Provide advocacy to crime victims.
 - Q. Make Deposits as directed by Executive Director, after the deposit has been approved. Deposit will be entered into accounting system by the accounting clerk and then deposit will be needed to be taken to the bank.
 - R. **You may be requested to expand your work duties as time and experience allow. You will be advised of any additional responsibilities by the Executive Director or Supervisor.**
- II. Duties of the Case Supervisor
- A. Complete data sheet for all children under caseload.
 - B. The data sheet should be updated for monthly reviews on these children
 - C. Data should be inputted into Comet as necessary, this is to be given to the employee designated to impute data into Comet database; unless directed otherwise.
 - D. Children with PMC status that are over 50 miles from the CASA office will be seen by CASA staff or volunteer at least once every 3 months/children locally shall be seen by the case supervisor or volunteer at least once every two months.
 - E. Children with TMC status are to be seen at least once a month either by volunteer or case supervisor.
 - F. The Case Supervisor will make contact to the volunteer about the child(ren) on each case at least once per month to update files with the status of the case.
 - G. The Case Supervisor is to give a monthly report to Program Director on their case load.
 - H. Case Supervisor will attend all CPS staffings that pertain to their case load.
 - I. Case supervisor will have court reports for each case prepared and delivered at least 5 days prior to a court hearing date
 - J. Call CPS, counseling, school, etc. notes will be asked for monthly as well as put in the file.

This position may be responsible for collecting time sheets from volunteers assigned to cases. Notices are to be sent to all volunteers when they are delinquent. Time sheets should be sent to volunteers as they need them. (This can be done 12 for a year, etc. & include a contact sheet on the back.) The time sheets are due into CASA by the 5th of each month.

Case Supervisor will prepare a monthly narrative for the monthly CASA Board meeting at least 1 day before the board meeting. This will have the number of children on caseload and the number of cases. Any pertinent information can be relayed to the board, too, such as special events, etc.

Other duties may be expanded to this position at the discretion of the Executive Director.