

CINC (Child in Need of Care) Supervisor

Job Summary / Overview:

The Child in Need of Care (CINC) Supervisor position is part-time but can be updated to full-time supervising and/or supporting CASAs in CINC cases according to the policies of CASA of Shawnee County and the standards of the Kansas Supreme Court. The CINC Supervisor keeps documentation and data on each of his or her cases current; assist in the recruitment, screening, and training of volunteers; attends court hearings, trials, and staffing as needed; assists in implementing in-service training and volunteer recognition activities; maintains a professional image 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 hours are limited to 20-25 hours per week, flexible and based on the needs of the programs.

Success in the role is measured on:

- Data entry accuracy
- Communication with and among the program team as well as the foster care contractor and community partners.
- Timely documentation to child welfare partners, including the Third Judicial District Court
- Case-file management

Essential Functions:

- Prepare and maintain files according to OJA standards
- Keep documentation, data on current cases, and maintain files on CINC cases
- Data entry to maintain statistics for the CASA program including data forms for each case
- Provide an Activity Report to the Executive Director by the 5th of each month
- Other duties as assigned

Preferred Education and Experience:

- Experience with the foster care system, Department of Children and Families, court, and/or Court Appointed Special Advocates
- Ability to communicate in writing concisely and clearly
- Previous supervision experience
- BSW, related degree or 5plus years' experience in a related field

Level of Managerial Experience (People) Required

- Supervisory experience necessary

Travel Requirements

- In City travel (valid state driver's license and reliable transportation required)

- Infrequent out of City travel for staff development

Job Types: Full-time, Part-time

Pay: \$15.00 per hour

Benefits:

- Flexible schedule
- Paid time off

Schedule:

- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Case management: 1 year (Preferred)

Hours per week:

- 20-29
- 30-39

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Detail-oriented -- would rather focus on the details of work than the bigger picture