

CASA Program Manager Job Description

CASA of Lincoln County is a nonprofit organization serving children who have experienced abuse and neglect. We are accepting applications for a Program Manager. The Program Manager assumes responsibility for supervision, case management, and coordination of assigned cases to ensure that abused and neglected children receive quality advocacy in court. The employee must be willing to work a very flexible schedule and have reliable transportation.

The Program Manager will oversee training and support volunteer advocates (CASAs) who work on behalf of vulnerable children in the court system. Advocates are appointed by judges to serve as Court Appointed Special Advocates. These advocates speak out for the best interests of children who have been removed from their homes.

CASAs interview parents, teachers, foster families, counselors, and the child. With this information, they submit reports to the court. Judges are then able to make more informed decisions about what is in the best interests of the child. The CASAs role is to ensure that the child has proper care while in the system and is placed in a safe, permanent home as quickly as possible.

QUALIFICATIONS:

Bachelor's degree (Preferred) in human services related field or equivalent combination of training and experience.

Demonstrate strong skills in public speaking, organization, collaboration, interpersonal relationships, trainings and small group facilitation.

An understanding of volunteers, child abuse and neglect, families in crisis, child development, recruitment, and knowledge of court appointed special advocacy and other social service skills preferred.

Experience with MS Office, databases

Must complete CASA Advocate training .

Background check will be conducted.

PREFERRED SKILLS:

Experience working with and managing volunteers

Understanding of child abuse and neglect, families in crisis, and child development

Demonstrate initiative in supporting the Program's mission and philosophy

Comfortable working in diverse settings

ADVOCATE/COURT SUPERVISION & REPORTING:

Review new cases and assign appropriate volunteers.

Provide supervision, assistance, and consultation for CASA volunteers.

Maintain contact with each assigned volunteer.

Review/Edit monthly and hearing reports of assigned CASA volunteers.

Conduct annual evaluations for all assigned CASA volunteers.

Assist in weekly, monthly, and annual reporting as requested.

CASE MANAGEMENT:

Appear for volunteers at court dates, hearings, and meetings when necessary.

Maintain accurate electronic and paper case files and records.

Consult and advise Executive Director of volunteer or case issues and concerns.

PROGRAM ACTIVITIES:

Attend workshops and conferences for professional development as appropriate.

Represent CASA at outreach events as requested.

Assist and collaborate with CASA staff and volunteers to promote CASA in the community.

Some out of town travel and evening and weekend work is required.

Other duties as assigned by the Executive Director.

Assist in the development of the Peer Coordinator Program

Compensation: DOE

Send cover letter, résumé and three professional references to: director@casalincolncounty.org

No phone calls

Closing date: Open until filled

SUMMARY:

The Program Manager provides supervision and support to CASA volunteer Advocates. The Program Manager ensures that children involved with CASA receive sound advocacy and early permanency planning. This position primarily focuses on necessary volunteer recruitment and retention efforts and providing excellent representation by the CASA Program. The Program Manager is hired by the CASA Lincoln County Board of Directors.