

## **COURT PROGRAM DIRECTOR**

Supervisor: Executive Director

Job Classification: Exempt

### **Qualifications:**

Bachelor's degree

Demonstrate initiative to identify and solve problems creatively and effectively prioritizing the needs of the child, volunteer, and/or organization.

Demonstrate passion for CASA's mission

Demonstrate ability to hold self, staff, and volunteers accountable to performance standards.

Demonstrate understanding of child and family advocacy issues that exist in the Texas child welfare system.

Demonstrate ability to work under time constraints, be goal oriented and maintain productive and effective relationships with staff, volunteers and community partners.

Demonstrate excellence in communication, both written and oral.

Demonstrate commitment to values of diversity and inclusion.

Demonstrate integrity, honesty and ethical conduct.

### **Position Responsibility:**

The Court Program Director will lead a team of Volunteer Coordinators and oversee all of their work directly serving CASA's mission, ensuring that highly qualified staff are providing effective support to volunteers offering quality advocacy in the best interest of the children to whom CASA is appointed by the courts. The Court Program Director offers motivation, empowerment, guidance and supervision to the Volunteer Coordinators and Training and Recruitment Coordinator on cases while ensuring accountability for meeting CASA of Southeast Texas' values, policies and standards for volunteer, case management and training. The Court Program Director will fulfill the performance standards of Texas and National CASA, complying with the statutory obligations of guardian ad litem and meeting or exceeding the expectations of Jefferson County courts.

### **Leadership and Staff Management:**

1. Provide coaching, motivation, mentoring and recognition of Volunteer Coordinators and Training and Recruitment Coordinator in order to address volunteer management, including volunteer retention, data expectations and training outcomes.
2. Assumes responsibility for ensuring coverage at specific hearings and observes the courtroom presentations of CASA advocates and Volunteer Coordinators. Records feedback as needed and communicates with the appropriate Volunteer Coordinator and advocates.
3. Works collaboratively as part of the Leadership Team, helping resolve conflict when needed in both case management and volunteer coordination.
4. Reviews and signs court reports ensuring timeliness and consistent quality of all CASA court reports.
5. Maintains effective relationships with staff, volunteers, attorneys, judges, caseworkers and other stakeholders in the Jefferson County child welfare system.

### **Case Management:**

1. Coordinate assignment of all new cases to program staff
2. In overseeing case management team, or in managing cases for themselves, the Court Program Director, will ensure that the goal of safe permanency of children is always in focus.
3. Ensure all case management activities meet or exceed Texas CASA and National CASA standards.
4. Prepare monthly and quarterly grant reports
5. Knowledge of child placement options, levels of care and DPRS policies and procedures.
6. Coordinates casework responsibilities including family and child contacts, professional contacts, support services, linkage to community resources, court report monitoring, appearances at hearings, and maintenance of case files.

7. Reviews staff cases to ensure up-to-date case files, including progress notes, weekly chronological narratives, reports and motions, correspondence, etc.
8. Review case statistics for funding and statistical reporting
9. Evaluate child case activity and performance.
10. Oversee and evaluate pre-service and in-service trainings.
11. Carries caseload, as needed.

**Other Duties:**

1. Participates in the recruitment of advocate volunteers.
2. Participates in new child advocate volunteer training sessions.
3. Participates in or facilitates ongoing continuing education opportunities
4. Attend community meetings as necessary.
5. Assist in statistical compilation and record keeping.
6. Assist in program development.
7. Provide input for newsletter.
8. Maintain a professional, organized environment in the daily operation of the CASA office.
9. Complete special projects and tasks as assigned.
10. Maintain a working knowledge of computers and software.
11. Complete 12 hours of training annually

National and state criminal and sexual offender record checks via Fingerprint-Based Background Check (FBC), Child Abuse and Neglect Central Registry via ABCS, and Social Security number verifications will be conducted on all employees prior to employment and periodically as required by Texas/National CASA.

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Signature of Employee

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Print name