

# **CASA of the Sabine Neches Region**

## **CASA Program Director**

**Classification:** Exempt Full-Time or Part-Time Position

**Reports to:** Executive Director

### **Qualifications:**

- Bachelor's Degree from an accredited college or university (preferably in human services or related field) or minimum of two years commensurate experience
- Experience in supervision
- Flexible schedule
- Computer literate in Microsoft Word and database management programs
- Professional oral and written communication skills
- Ability to interact with diverse populations
- Ability to maintain confidentiality and be discreet

### **Summary of Responsibility:**

This position provides supervision of Advocate Supervisors in coordination with the Executive Director during the entire case (from assignment through to closing of the case). The Program Director is responsible for insuring that case work maintains high quality and remains in compliance with all applicable laws, policies and standards. In addition, the Program Director will be responsible for assisting in the recruitment, training, and retention of volunteers.

### **Responsibilities:**

- Assist Executive Director with public speaking engagements
- Provide office administration when scheduled
- Supervise and promote interagency cooperation among local agencies who serve abused and neglected children and their families
- Ensure appropriate communication between CASA and court personnel, child welfare agencies and the legal community
- Ensure that the CASA program adheres to any requirement set forth through contractual agreements with granting agencies, such as Texas CASA, VOCA, and National CASA
- Maintain database of case information and volunteer information
- Provide narrative and statistical reports as needed for grant reporting, grant requests, agency publications and other similar needs
- Provide quarterly reviews to ensure case coordinator and volunteer files remain in compliance.
- Maintain closed files
- Supervise and evaluate court advocacy casework supervisors
- Assist in development of volunteer recruitment materials
- Represent CASA at volunteer recruitment opportunities
- Assist with volunteer recruitment, training, supervision, and retention
- Oversee planning and implementation of monthly volunteer continuing education opportunities
- Coordinate preparation and distribution of monthly advocate mailing

- Keep policy and procedure practices updated for case management
- Assist Executive Director in planning and implementation of all volunteer recognition activities
- Provide information regarding community resources
- Report concerns regarding volunteer advocates to the Director of Volunteer Services
- Coordinate with the Director of Volunteer Services in reviewing and assigning new cases to appropriate volunteers and casework staff
- Provide guidance and direction to casework staff and volunteers
- Ensure CASA representation at all CPS staffing's, court hearings and other case related meetings
- The Program Director will be assigned no more than four open cases concurrently
  
- **Additional Duties:**
- Attend national, regional, and state conferences and meetings when appropriate
- Participate in continuing education opportunities relevant to this position
- Assist in fund raising activities and volunteer recruitment and retention activities
- Other duties as assigned by the Executive Director