CASA Assistant Director
Job Description

General Summary of Duties

The CASA Assistant Director will represent the program in all counties served and will promote the facilitation of communication, training, collaboration, recruitment of volunteers, and appropriate recording keeping for the agency to ensure quality of services. The duties also included administrative tasks such as data management, fundraising, and community outreach. The needs will vary throughout the year depending on schedules, events, meetings, and advocate/staff availability. This position will become familiar with all aspects of the agency in preparation for advancement. The Assistant Director will maintain compliance with all pertinent regulations, policies, procedures, and agency philosophy. It is essential for the Assistant Director to work collaboratively and cooperatively with the court system personnel, judges, families, foster care, and advocates.

Reporting Configuration

- The CASA Assistant Director receives direct supervision from the Executive Director. However, coordinates necessary advocacy support with the Volunteer Supervisor and Program Assistant.
- The CASA Assistant Director works in conjunction with the Volunteer Supervisor to ensure collaborations with the courts, DSS, and lawyers, as well as appropriate record management for each case assigned to CASA.
- In the absence of the Volunteer Supervisor, the Assistant Director will guide/support the Volunteer Advocates to complete satisfactory documentation, schedule commitments, professional standards, and children visits.

Position Status

- Part time (20-25 hours a week starting, with potential for more hours in the future)
- Hourly

Position Responsibilities

Meetings

a) Meetings with department staff at least once a month. This will ensure all necessary information is shared, concerns are discussed, problem solving, and future planning.
b) Will attend meetings with court systems scheduled by the Volunteer Supervisor, as requested. (a back-up liaison)
c) The coordinator will schedule all initial training and help facilitate monthly and ongoing training. Material will be presented and co-trained with the Volunteer Supervisor and/or ED.
d) Meet with advocates, in the absence or inability of the Volunteer Supervisor, (as necessary) to train, guide, and advise in Agency practices and review documentation.
e) Only with the inability of the Volunteer Supervisor/Volunteer Advocate, represent CASA at any court appearances, Service Plan Review, or any other meeting pertaining to the children.

Training/Orientation

a) Responsible for arranging training sessions and orientation for those potential advocates.
b) Co-Facilitate new advocate training and ongoing training to the current advocate pool to maintain their educational hours and keep them knowledgeable of new material and information.
c) Help maintain/review Training Records posted in database program.
d) Attend 12 hours of pertinent training annually to enhance your information, facilitation, and job skills.

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Communication

a) Maintains excellent open communication and effective relationships with co-workers, advocates, all related agencies, service providers, schools, children, family members, and other state CASA programs.
b) Communicates with the Executive Director pertinent information for day-to-day operations, high profile court cases, incidents/accidents, program recommendations, and case or documentation issues. This can be through open communication, documentation, and meetings.
c) Communicates effectively and conducts self appropriately/professionally in all settings to promote the interest of the children and the agency.

Events/Advocate/Volunteer Recruitment

a) Primary representative for advocate recruitment.
b) Attend special events to educate the community and recruit advocates.
c) Participate in a subcommittee, if desired, and attend at least one fundraising event per year.
d) Assist Executive Director in the administrative and outreach tasks of recruitment, events, volunteers, and campaigns which may include marketing and media.
e) Community Outreach/presentations

Financial

a) May have financial transactions on behalf of the agency, all financial expenditures will have prior approval, appropriate receipts and monies shall be returned to the agency designee.
b) May be asked to coordinate and purchase office supplies for the agency.
c) Submit all time and attendance weekly to the Executive Director (or agency designee)

Reporting/ Record Management

a) Whether a mandated reporter or not, all incidents of abuse or neglect will be reported to the appropriate systems in place for investigation.
b) Will report and document all children and/or advocate accidents/incidents to appropriate entities and the Executive Director.
c) Ensuring that all appropriate documentation is in the files on each child that CASA represents such as releases, copies of the appropriate evaluations, medical and school records.
d) In collaboration with the Volunteer Supervisor, ensure that each child assigned to CASA has monthly case notes in the data program. This includes monthly face-to-face visits, meetings, and case contact performed by the Program Coordinator, as well.
e) Maintain a complete record on each child assigned to the CASA organization.
f) An essential part of this position is to ensure that data is entered into the appropriate data management system for accurate reporting and trending.
g) Make sure all completed court reports are properly uploaded to the data system.
h) Maintain records on closed cases, physical and digitally. Keep files for the specified time per state and national guidelines.
i) Remain knowledgeable of CASA's "Outcomes" as it relates to grants and provide the best effort to meet those outcomes.
j) Maintain and seek IT assistance to efficiently manage data for the CASA program.
k) A liaison between victims and the Office of Victim Services in such a way as to facilitate victim applications, data entry, record keeping, and reporting documents.

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Transportation

a) Position requires travel mostly within our assigned counties.
b) There will be occasional training annually that may require travel.
c) No transportation of children/families within our program due to liabilities that may arise.

Administrative

a) Assist with maintaining the agencies media avenue; Facebook, LinkedIn, Instagram, YouTube and Website as necessary.
b) Assist with donor database. (monthly account postings, mass emails, donor reports, etc.)
c) Some knowledge of grant writing or willingness to learn.
d) Financial/accounting experience would be beneficial to assist with agency finances in the future.

Miscellaneous

a) May be requested to participate on committees pertaining to CASA work/children.
b) Will ensure that all parties are provided with fact-based, unbiased and timely information upon which to base decisions about the child and family. Consideration should be given regarding safety, appropriateness of placement, changes, disruptions in placement, coordination, collaboration, and progress of service planning and delivery.
c) Act as an advocate, "voice for the child"
d) Performs other duties pertaining to the agency as assigned by the Executive Director.

**** Please note that not all job tasks occur on a regular basis but rather periodically dependent on calendar.**

Typical Working Conditions

- Flexibility with schedule to accommodate meetings, child visits in various settings, advocate guidance, and program related events.
- Requires some sitting, standing, walking, bending, and minor lifting under 25 lbs.
- Legible handwriting or typed documentation.
- Dexterity to operate a keyboard and other office equipment.

Knowledge/Skills

- Knowledge of child development, family court proceedings, and social services available to children and families preferred but not necessary. (the ability to learn these areas are a must)
- Ability to organize, prioritize, problem solve, and exercise initiative.
- A working knowledge of computers and common programs.
- Maintain a valid driver's license/ Driving to and from meetings and child visits.
- Employment with CASA is subject to successful completion and maintenance of all required background checks, clearances, licensures, certifications, and other conditions of employment as required by agency policy or applicable law.

Education/Experience

- A bachelor's degree or higher degree in Human Services or related field
- Previous experience working with children in a related human service position
- Experience with guiding and/or training volunteers is preferred

I have read the above job description and understand the responsibilities of this position.

_____ _____

Signature Date