



CASA (Court Appointed Special Advocates) Program Director

Job Purpose	Responsible for leadership of the CASA Program for Bay, Huron, and Saginaw Counties. Full-time, exempt position.
Reports to and evaluated by	President and CEO
Requirements	<p>Master's degree preferred, bachelor's degree required in social work or related field.</p> <ul style="list-style-type: none"> • 3-5 years' experience in program development/management with proven results • Knowledge in child welfare, children's protective proceedings and permanency planning • Proven success in volunteer recruitment, interviewing, assessment and retention skills • 3-5 years' experience in training, supervising and cultivating staff • Prowess in managing databases and analyzing data • Excellent written and oral communication skills and interpersonal skills • Organizer and collaborator, proactive and timely, ability to work efficiently, effectively and with flexibility

Program Management

- Ensure CASA Program alignment with National CASA Standards for Local CASA Programs.
- Oversee CASA Supervisor employees.
- Directly supervise up to 15 active CASA volunteers; provide oversight for volunteer supervision provided by CASA Program employees.
- Contribute to the creation of CASA Program grant proposals and generate grant reporting.
- Ensure compliance with all CASA Program grant requirements.
- Develop and update procedures for case record keeping and program management.
- Plan program growth and development.
- Oversee the recruitment, screening, training, and supervision of program volunteers including:
 - Recruit volunteers to align with the diversity of the children and families served
 - Screen volunteer applications as they are received
 - Schedule and conduct interviews to determine suitability of applicants
 - Arrange and coordinate pre-service training for CASA volunteers
 - Arrange and coordinate in-service and ongoing training for CASA volunteers
 - Supervise volunteer case management
- Evaluate effectiveness of volunteer recruitment, training, assignment, retention and recognition efforts.

Community Relations

- Serve as professional liaison to the court and associated agencies.
- Represent the CASA Program to networks of child welfare service providers and coalitions.

- Conduct presentations to community groups and organizations on the CASA Program.

Administrative Duties

- Participate in all fundraising efforts for the ongoing support of the CAN Council programs.
- Maintain and upgrade computer skills essential for completion of duties.
- Maintain CASA database to track case information, volunteer hours, and training.
- Support CAN Council staff on projects, grants, and other activities as required.
- Serve on CAN Council's Leadership Team.
- Regularly update the President/CEO on the impact of the CASA Program.
- Represent the CAN Council at public functions.
- Engage in strategic planning and contribute to the fulfillment of strategic initiatives.
- Participate in committees with like-minded goals throughout the three counties served.

It is the policy of the CAN Council to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. Persons who do not meet all of the listed job criteria but who feel that their knowledge, skills, and experience make them well-qualified candidates are encouraged to apply.