

**PCIRC
POSITION DESCRIPTION**

Position: Court Appointed Special Advocate (CASA) Program Manager
Salary: \$16 - \$22 per hour
Hours: 40 hours per week, salaried
Supervisor: Executive Director

SUMMARY

The role of the CASA Program Manager is to ensure the coordination of the CASA program in Plumas County. The Program Manager is responsible for PCIRC's compliance with local, state, and federal legal mandates as well as National CASA Association requirements regarding the operation of the CASA program. Additionally, the Program Manager is responsible for grant reporting and participates in grant writing. The Program Manager is responsible for program planning, development and implementation with the goal of expanding the program such that there is a CASA volunteer for every Plumas County child in foster care. The program Manager is also responsible for planning, overseeing and implementing fundraising activities and events. The Program Manager supervises the program's Volunteer Coordinator and also provides supervision and training to CASA volunteers. With minimal supervision, this position works with a variety of individuals from diverse backgrounds, and must maintain a diplomatic, tactful, and professional approach.

OVERALL GOALS

1. Provide high quality, well-trained advocates to Plumas County children in foster care.
2. Increase the number of children served by CASA Advocates until all children have an advocate.
3. Expand program diversity so that the program becomes more inclusive and responsive to community members' unique situations and needs.
4. Provide the Court with factual, objective information in order to enhance its' ability to determine what is in the children's best interests.
5. Represent Plumas Crisis Intervention and Resource Center and Plumas CASA in all contacts with volunteers, clients and community members.
6. Promote the vision, mission and purpose of the agency and program.
7. Develop a relationship with other staff, volunteers and clients that will promote the well-being of the individual, the organization, and the community at large.

DUTIES

These duties include, but are not limited to:

1. Coordinate the administration and implementation of the CASA program.
2. Recruit and screen potential volunteers.
3. Provide initial 30 hour CASA volunteer training and monthly continuing education training opportunities.
4. Ensure volunteer support.
5. Supervise volunteers in their assignments.
6. Be available to problem-solve emerging issues and/or crises.
7. Participate in volunteer recognition and retention.
8. Coordinate and maintain relationships with the courts, child welfare collateral professionals and community.
9. Assist the Advisory Committee and Executive Director in developing protocols, policies, and procedures for the CASA program.
10. Attend community meetings to promote the CASA program and enhance communication with other agencies.
11. Attend trainings, conferences and continuing education seminars as requested and approved by the Executive Director.
12. Manage multiple priorities, both scheduled and unscheduled.
13. Complete all documentation for grant and fiscal requirements for PCIRC programs for monthly, quarterly and annual reports.
14. Ensure compliance with National CASA Standards and prepare for site visits as scheduled by the Administrative Office of the Courts.
15. Comply with all federal, state, local, and grant/contract requirements.
16. Keep volunteers informed of legislative, policy and practice updates through support meetings and monthly newsletter.
17. Develop monthly reports and submit to the Executive Director for distribution to the Board of Directors and Advisory Committee.
18. Maintain files and all necessary documentation.
19. Serve as Custodian of Records for DOJ reports.
20. Be available during specified office hours and after hours to provide support to volunteers.
21. Attend staff meetings and training as scheduled.
22. Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Working knowledge of the child welfare system, juvenile court and dependency law.
2. Demonstrated knowledge of case planning.
3. Knowledge and skill in conflict resolution and problem solving.
4. Technical skills including project management, ability to organize and plan, writing skills.

5. Ability to interface with the public, volunteers and system partners in a mature, responsive and professional manner.
6. Ability to function as part of a team, promote collaboration, willingly access resources and develop strong working partnerships with system partners and volunteers.
7. Knowledge of community resources, their referral processes, and services provided.
8. Demonstrate knowledge of, and empathy for, low income and diverse population groups.
9. Demonstrate knowledge of effective communication and motivation skills.
10. Demonstrate ability to effectively develop and facilitate on-going training topics for volunteers.

QUALIFICATIONS

1. Be at least 21 years of age.
2. Bachelor's degree in Social Work, Psychology, or a related field.
3. At least 5 years of directly related experience working with volunteers, families and children, and the courts preferred.
4. Experience in staff and/or volunteer supervision.
5. Complete and submit at the time of hiring livescan fingerprints and transcript of relevant college/training.
6. After an offer of employment is made, must provide a statement of good health and a TB clearance.
7. Must be able to travel throughout the county.
8. Must be physically and mentally able to carry out the duties identified in this job description.
9. Bilingual Spanish preferred.

I have read and understand the duties as outlined above, and agree to fulfill these duties.

Signature

Date