

FAMILY ADVOCATES, INC.

CASA Director Job Description

Purpose:

This position is responsible for the overall quality delivery of CASA services. Individual will provide professional staff support to CASA volunteers and staff ensuring that children involved with the CASA program receive sound advocacy and early permanency planning.

Reports to: Chief Executive Officer

Key Responsibilities:

Volunteer Recruitment, training, management

1. Responsible for CASA volunteers including:
 - a. Data compilation and reporting
 - b. Development, scheduling and coordination of volunteer training & educational events.
 - c. Quality input, oversight, and reporting management of Optima.
 - d. Supervision of CASA volunteers
 - e. Monitor cases without volunteers

Staff / Program Supervision

1. Responsible for direct supervision and management of CASA/GAL staff.
 - a. Schedule and direct workflow.
 - b. Oversee orientation and training.
 - c. Oversee and evaluate performance, recommend appropriate actions.
 - d. Maintain work environment that provides maximum safety and health and encourages safety awareness among employees.
 - e. Coordinate and ensure adequate and on-going training for employees.
 - f. Develop and monitor program evaluation metrics to measure the impact of service deliverables on the community.
 - g. Complete monthly, quarterly, and annual reports as directed by the CEO.
2. Develop and maintain program policies and procedures.
 - a. Ensure compliance of policies.
 - b. Review and evaluate and maintain statistical and quality assurance reports as necessary.
 - c. Network and collaborate with local agencies as necessary to assure maximum utilization of services and coordination among agencies.
 - d. Assist in planning and implementing CASA fundraisers
 - e. Attend conferences/seminars/meetings as requested the CEO.

Qualifications:

- Must have a bachelor's degree or equivalent combination of education and experience in management and/or social services
- Must have ability to lead and manage teams.
- Must have excellent verbal and written communication skills.

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Position Status: Full time/ 40 hours/ Exempt

Signatures indicate that the job description has been reviewed and is understood and agreed to as written, but is not a complete description of all task/duties required or expected of the employee. It is subject to revision or change at the sole discretion of the employer.

Signature of Employee

Signature of Supervisor

Date

Date

Rev 6/29/2018