



Program Manager Job Description

Organization: Alabama CASA Network, Inc. (Court Appointed Special Advocates)

Status: Full Time Position

Organization Mission: The Alabama CASA Network, Inc. exists to provide every abused, neglected or abandoned child in Alabama a competent, caring volunteer to advocate for the child's best interest in court.

CASAs (Court Appointed Special Advocates) volunteer to advocate for children who are involved in Dependency proceedings and often in the foster care system. These volunteers make the deepest commitment a volunteer can make: they dedicate their time and energy to building close, consistent relationships with foster youth ensuring their rights are protected and their voices heard. Visit Alabama CASA Network, Inc. at www.alabamacasa.org to learn more about our work.

To apply, please send cover letter and resume to Maggie Blaedow, Executive Director – Maggie@alabamacasa.org. No phone calls, please.

Qualifications

- Bachelor's Degree in child development, psychology, sociology, social work, education or a related field. Extensive experience may be substituted for degree.
- Experience required (volunteer or paid) in any of the following areas: social services, child advocacy, volunteer supervision, training, non-profit management, volunteer CASA or guardian ad litem, child welfare, education, mental health.
- Necessary skill sets for success include community-building, relationship-building, organizational and administrative skills including budget management, and volunteer/employee supervision.
- Must be willing to work non-traditional hours.
- The ability to handle highly sensitive issues a must.
- Ability to manage staff.

Organizational Relationships

- Serves as the primary coordinator of Court Appointed Special Advocate (CASA) services.
- Reports to the Executive Director (ED) of Alabama CASA.
- Responsible for the training and supervision of CASA staff and volunteers.
- Provides community awareness and educational activities.
 - Conducts mandated reporter education trainings as requested by counties, agencies and organizations within the judicial circuit.
 - Conducts speaking engagements as requested by ED (i.e. Volunteer recruitment, public service announcements, etc.)
 - Assist in writing grants and fundraising for CASA.
 - Acts as child advocate in public child welfare forums.
 - Community presentations as requested by ED.

III. Description of Key Responsibilities

- Recruits and screen volunteers* on an ongoing basis to ensure that a sufficient number of CASAs are available for case assignment.
- Provides pre-service and in-service training for volunteers and facilitating peer support groups.
- Supervises CASA volunteers and assists them when necessary.
- Coordinates case assignment with the court and DHR.
- Establishes and maintains collaborative relationships with key stakeholders to include but not limited to; Judges, DHR, Court Staff, and funding sources
- Reviews and edits Volunteer's court reports to ensure accuracy and content.
- Serves as liaison between the CASA program, local constituent groups and community organizations.
- Coordinates volunteer recognition.
- Coordinates community education efforts.
- Works in cooperation with the Executive Director or appropriate Court official in the areas of resource development, public awareness, and planning/evaluation.
- Maintains program and volunteer files and records.
- Ensures background screens are completed on prospective volunteers.
- Maintains accurate records of volunteer and staff hours to use for grant reporting purposes.
- Works in conjunction with ALCASA on projects and initiatives.
- Prepares proposals and submits reports as required.
- Some travel may be involved.
- Performs related duties, as required and requested by the Executive Director.

***Volunteer duties may include, but are not limited to:**

- Conducting an independent investigation by reviewing all pertinent documents and records and interviewing the child, parents, social workers, foster parents, teachers, therapists, daycare providers and other relevant persons to determine the facts and circumstances of the child's situation. To do this effectively, volunteers spend considerable time getting to know children and gaining their trust.
- Determines the thoughts and feelings of the child about the situation, taking into account the child's age, maturity, culture and ethnicity and degree of attachment to family members, including siblings. Also to be considered are continuity, consistency and a sense of belonging and identity.
- Seeks cooperative solutions by acting as a facilitator among conflicting parties to achieve resolution of problems and to foster positive steps toward achieving permanence for the child.
- Provides written reports at every hearing which include findings and recommendations. The report documents the extent of the volunteer's investigation, lists each source of information and includes sufficient facts to justify the recommendations.
- Appears at all hearing to advocate for the child's best interests and provide testimony when necessary.
- Explains the court proceedings and the role of the CASA volunteer to the child in terms the child can understand.
- Makes recommendations for specific, appropriate services for the child and the child's family and advocates for necessary services which may not be immediately available.
- Monitors implementation of case plans and court orders, checking to see that court-ordered services are implemented in a timely manner and that review hearings are held in accordance with the law.

- Informs the court promptly of important developments including any agency's failure to provide services or the family's failure to participate. The CASA volunteer should ensure that appropriate motions are filed on behalf of the child in order that the court can be made aware of the changes in the child's circumstances and can take appropriate actions.
- Advocates for the child's interests in the community by bringing concerns regarding the child's health, education and mental health, etc. to the appropriate professionals to assure that the child's needs in these areas are met.

Candidates must successfully complete the local and federal criminal background checks, sex offender background checks, and Child Abuse Registry clearances.

EEO Policy Statement: The Alabama CASA Network provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.