



## Alabama CASA Network, Inc.

### *Local Program Manager*

### **Job Description**

**Status:** Full-time

**Location:** Montgomery County

#### **Reports to Program County Board of Directors**

#### **SUMMARY**

In accordance with Alabama CASA and National CASA standards and operating procedures, this position is ultimately responsible for the overall management of the local program's operations. This includes the supervision and coordination of volunteer services to abused and neglected children.

#### **POSITION RESPONSIBILITIES**

##### **Program planning**

Serves as the primary coordinator of court appointed special advocate (CASA) services. Meet with staff to discuss plans, volunteer recruitment, and operations. Responsible for the training and supervision of CASA staff and volunteers. Provides community awareness and educational activities. Attend and work with national and state CASA programs through conferences, trainings, and meetings. Evaluate program accomplishments, problems, and needs within the service area.

##### **Court Liaison & Organizational Awareness**

Supports local program with case assignments and relationship building with DHR and court officials. Assist with program evaluation standards compliance and quality assurance. Works in collaboration with the state executive director and appropriate court official in areas of resource development, planning and public awareness. Provides support for state-wide events and activities.

##### **Community & Public Relations**

Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities. Develop and maintain relationships with all appropriate groups, agencies, and organizations. Identify available human resources for children and families.

##### **Personnel Management**

Hire and supervise advocate coordinator(s). Assist in writing and revising job descriptions as needed. Prepare yearly performance evaluations for advocate coordinator(s). Attend all Board of Directors (BOD) meetings. Serve as liaison between BOD and staff.

##### **Record Keeping & Reporting**

Prepare program reports and statistics for submission as required for granting reporting to include approval and review of document, i.e. timesheets, mileage and volunteer hours. Work with advocate coordinator(s) to maintain database (Optima) for both volunteer and case files.

### **Grants & Fundraising**

Create and implement a development strategic plan to increase funding sources. Develop and manage fundraising projects and activities. Cultivate relationships with stakeholders, businesses, foundations and other organizations to establish residual giving and additional revenue opportunities. Manage donor relations and prospects to activate new charitable giving. Ensure accurate audit trail is maintained for all stakeholder engagement and all contact/activities are recorded in a database.

### **Volunteer Supervision**

Screen potential volunteers in accordance with Alabama CASA protocol. Plan and implement training for new volunteers. Conduct in-service meetings for volunteers. Assign cases and provide guidance and feedback through regular communication with volunteers. Review and approve reports submitted to the court for each hearing. Ensure individual case preparation for the representation of the best interests of assigned children in court proceedings. Complete or review annual evaluations on volunteers. Resolve casework or interpersonal problems among the volunteers and/or case managers. Identify and recognize contributions of the volunteers and staff. Oversee advocate coordinator(s) day-to-day case management. Some travel will be required; other duties as assigned.

### **QUALIFICATIONS**

Bachelor's degree, preferably in a social service-related field, or the equivalent combination of education and experience. 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. The ability to communicate with and empower volunteers and to be effective in their roles. Able to work cooperatively with different types of personalities. Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect. Commitment to the program's mission, goals and standards. Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex project environments, prepare responses/narrative quickly and clearly and use personal initiative. Strong verbal and written communication. Good interpersonal and networking skills, highly articulate team player.

### **WORK ENVIRONMENT**

- Be a team-player and support co-workers.
- Business casual attire appropriate for office environment.
- Some travel required; proof of Alabama driver's license and car insurance (required).

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.