

# **Southeast Nebraska Court Appointed Special Advocates Gage County Program Director Job Description**

## **General Summary**

The Gage County Program Director is responsible to the Southeast Nebraska CASA Executive Director. The Program Director will work closely with the Executive Director to set direction and implement plans and ensure the mission of the agency in Gage County is fulfilled, and the future of the agency in Gage County is secure. With the assistance of the Executive Director, the Program Director is also responsible for the promotion of CASA in the community. 50% of the Program Directors time will be spent researching and writing grants, developing relationships with donors, securing other funding sources and other administrative duties as outlined. The other 50% of the Program Directors time will be spent recruiting and training new volunteers as well as facilitating monthly training support groups for the existing volunteers. This is a full-time position.

## **Principal Responsibilities**

### **Resource Development (50% of time)**

- Maintain an extensive and diverse donor database.
- Assist in resource development efforts with the Executive Director.
- With the assistance of the Executive Director write grants for Gage County.
- Represent Gage County CASA in various organizations.
- Prepare and present presentations within the community regarding the CASA program; provide adequate and current program literature and explain and promote CASA at every opportunity.
- Attend Nebraska CASA program director retreats and training.
- Attend the National CASA Conference when available and funds are available.
- Collaborate with community agencies to expand and improve community resources.

### **Volunteer Management –(20% of time - VOCA)**

- Supervise up to 30 CASA Volunteer Advocates.
- Train Volunteers according to the National CASA Association curriculum and standards.
- Provide Volunteer support for active Volunteers by remaining accessible to them and consulting with them regularly about their cases.
- Provide on-going training sessions and educational opportunities to all Volunteers.
- Maintain contact with in-active Volunteers.
- Monthly face-to-face contact with Volunteers for goal setting.
- Evaluate Volunteers performance as directed by policy.
- Directly recognize Volunteers on an individual basis as to program standards and recognize Train Volunteers annually as a group with the assistance of the Executive Director and Board of Directors.

**Case Management - (20% of time - VOCA)**

Review all Gage County cases referred to the program.  
Match accepted cases to appropriate Volunteer according to the needs of the case and the preferences, special skills or knowledge of the Volunteer.  
Ensure the handling of necessary paperwork and judicial contacts for CASA Volunteer appointments and resignations.  
Ensure case files and reports to the court are accurate and up-to-date.  
Notify all program partners of specific case information as needed.  
Ensure adequate case coverage during absence of Volunteer or during process of case re-assignment.  
Enter all information about each case and hearing into CASA Manager Database.  
Keep all records up-to-date in CASA Manager.  
Proof, make suggestions and approve all CASA reports to the court and ensure that they are filed and distributed in a timely manner.  
Accompany Volunteers to court and monitor unassigned cases.  
Accompany the Volunteer with visits if requested by CASA Volunteer.  
Promptly inform CASA Executive Director regarding case or volunteer issues.  
Assist in resolution of any concerns of CASA Volunteers, court staff, HHS personnel, clients and other professionals.

**Training – (10% of time - VOCA)**

Screen and interview prospective Volunteers, specific to program needs.  
Assist Executive Director during initial training for Volunteer applicants.  
Coordinate and provide continuing education for Volunteers including monthly support group meetings, and in-service opportunities.  
Assist in the coordination of Annual Volunteer Conference.