



Program Manager Job Description

Position: Program Manager
Organization: CASA of Linn County
Reporting Relationship: Reports to Executive Director

Job Description

POSITION SUMMARY: Court Appointed Special Advocates (“CASA”) of Linn County is an organization devoted to a group of over 90 amazing, dedicated volunteers who walk side-by-side with a child or sibling group, who, through no fault of their own, find themselves thrust into the foster care system due to abuse or severe neglect. We have an immediate opening for a full-time Program Manager/Recruitment Director to join our team. Our Program Manager is responsible for assisting the Executive Director in fulfilling the mission of CASA: advocating on behalf of, and working to find a safe and permanent home for, abused and neglected children in foster care in Linn County. The CASA Program Manager is the “first-line” supervisor over our program staff and oversees the supervision of CASA advocates and volunteer “peer coordinators.” CASA Advocates are trained, citizen volunteers appointed by the Court to advocate for the best interests of a child during his or her time in the foster care system, with a goal of finding that child a safe and permanent home as expeditiously as possible. Our Program Manager also provides oversight for program-related functions and collaborates with community partners to ensure positive professional relationships with CASA of Linn County and our volunteer advocates.

As Recruitment Director, you will be responsible for recruiting new volunteer advocates throughout Linn County, promoting CASA in the community, facilitating training for new CASA advocates and ensuring quality, continuing in-service education for existing CASA advocates in Linn County. The position will promote the CASA program through frequent public engagements, public speaking and interfacing with community partners.

Primary Responsibilities:

Supervise the Program Staff at the Direction of the Executive Director

- Manage, guide, lead and monitor the activities of program staff and peer coordinators through effective communication, positive feedback and collaboration to assure compliance with all the policies and standards of the organization and state and National CASA.
- Maintain a strong understanding of foster care issues in Oregon and Linn County; current information and conditions relative to child abuse and neglect; and Linn County DHS and Juvenile Court Procedures.
- Maintain the list of children waiting for a CASA and help prioritize cases.
- Organize and document program team meetings that will include discussions of cases, caseloads, internal best practices and volunteer performance.
- Oversee the support and assistance given to volunteer advocates by staff to ensure appropriate advocacy skills, knowledge and practices.
- Maintain a volunteer retention plan, including volunteer recognition opportunities and events.

- Ensure that staff and volunteers provide advocacy that prioritizes diversity, equity and inclusion and is sensitive to the cultural, ethnic, socioeconomic and religious background and sexual orientation/gender identification of each child and that the special needs of each child are addressed.
- Ensure all case files and volunteer files are accurate and current.
- Maintain strict confidentiality of personnel, case and volunteer records.
- With the Executive Director, act as a point person for CASA work with community partners such as the Court, DHS, Juvenile Attorneys, our MDT, Public Health, Mental Health, etc.

Recruitment and Training

- Develop an advocate recruitment plan with the Executive Director.
- Actively recruit new advocates throughout Linn County.
- Conduct in-depth pre-service interviews with all advocate candidates.
- With the lead trainer, provide and help coordinate training for new CASA volunteers that meet nationally approved CASA standards.
- Provide or coordinate training for peer coordinators.
- Oversee the planning and organization of CASA volunteer advocate in-service trainings and meetings and provide support and guidance to other professional staff in planning and/or facilitating the meetings/trainings.
- Promote geographic, socio-economic, ethnic and cultural diversity in recruitment to reflect all Linn County demographics.

Program Support

- Participate in supporting the agency by attending events, fundraisers, and community partner meetings as necessary. This will require periodic weekend and evening work.
- Assist in grant applications and grant fulfillment requirements and reports by supplying program statistics and information as needed.
- Represent the agency at community meetings related to CASA program and MDT meetings
- Be available for public speaking engagements.
- Be up-to-date on National and State CASA standards and work with the Executive Director to assure program compliance.
- Oversee the CASA Manager data management software system.
- Maintain awareness of child welfare policies, government and legislative efforts and actions that impact the mission of the agency.
- When applicable, perform the duties of the Volunteer Coordinator.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Assist the Executive Director in whatever capacity necessary to maintain the integrity of the organization

Skills and Requirements:

Knowledgeable and passionate about the issues facing victims of child abuse and neglect and the foster care system.

Excellent verbal and written communication skills with strong organizational practices.

Ability to work well within a team environment.

Strong proficiency with computers and technology, including Microsoft Office and Excel.

Ability to effectively and compassionately supervise, support and counsel staff.

Ability to effectively multi-task in a sometimes stressful environment.

Ability to work cooperatively and effectively with people from diverse backgrounds and experiences.

Ability to work a flexible schedule.

Ability to strictly maintain confidential information.

A valid driver's license and reliable, personal transportation (car or truck): some driving is required.

Education:

Four-year college degree. Minimum two-year college degree in a related field considered if candidate has extensive management experience.

Experience:

Minimum five years' experience working collaboratively in a team environment.

Minimum four years' management experience in related area/industry.

Experience working with children and/or children's issues, preferably related to the foster care system.

Previous CASA experience highly preferred.

Starting Salary: \$19.21 per hour, depending on experience. Benefits include generous PTO, paid holidays and an additional \$300 monthly wage-benefit stipend, useable at the employee's discretion.

OTHER INFORMATION:

Flexibility in weekly/monthly schedule will be required and will include occasional evening and weekend hours to accommodate training, recruiting, community events and fundraisers.

Successful completion of an employment and criminal history background check is required.

Applicant must be age 21 or over.

CASA of Linn County is an equal opportunity employer and operates its program, services and activities in compliance with federal and state nondiscrimination laws. No person shall, on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, age, or any other protected classes be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any of our programs.

Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility of employment.

To apply, email a cover letter and resume to Josh.Groesz@linncasa.org.