



Program Director

Agency Description:

CASA for Children (CASA) is the largest organization of its kind in the State of Oregon. We support nearly 490 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year nearly 1,100 children will benefit from their tireless and tenacious work.

Our vision is that every child should live in a permanent, safe, and nurturing family. Running parallel to that is our goal of CASAs being the strongest allies for youth who struggle in the judicial and child welfare systems where children of color are disproportionately represented.

At CASA, we do not have all the answers to the complex issues facing children of color in the child welfare system but we are making a commitment to be part of the solution. We have developed short and long-term goals to become more diverse and inclusive to achieve better outcomes for our children.

Agency

CASA for Children serving Multnomah, Washington and Columbia Counties (CASA for Children, Inc.)

Location:

Multnomah County: (located in Main office)

Donald E. Long Juvenile Justice Center, 1401 NE 68th, Portland, OR 97213

Washington County

230 NE 2nd Avenue, Suite I, Hillsboro, Oregon 97124

Columbia County

2514 Sykes Road, St. Helens, Oregon 97051

Job Type:

Full Time, Exempt Employee

Years of Experience:

5+ years

Reports to:

Executive Director

Compensation:

Compensation is \$65,000 annually and is commensurate with experience. Compensation package includes medical, dental, retirement, and disability benefits as well as a generous Paid Time Off and holiday schedule.

Updated 7-2018

Position Description:

In a manner consistent with the mission and values of CASA for Children, the Program Director is responsible for all program management aspects of the agency and is a key member of the management team. The Program Director provides leadership and coordination in program oversight, program staff supervision, volunteer and data management. The Program Director will be a member of the Ad Hoc Strategic Planning Committee to help develop program growth and enhancements as well as the Diversity, Equity & Inclusion Committee to further the work of CASA for Children. The Program Director will represent the best interests of CASA for Children in all three of our counties.

Responsibilities Include:

Program Oversight

- Design, implement and maintain program goals, systems and performance measures.
- Manage the organization's relationship with, DHS and other service providers as appropriate.
- Work in alignment with Legal Director on organizations relationship with the courts.
- Oversee the delivery of new program initiatives.
- Create and amend program policies and update program policy manual, as necessary. Working with Legal Director to ensure legal oversight changes or additions/edits as necessary.
- Responsible for creating volunteer and child safety protocols, overseeing CASA volunteer background renewals every 4 years, and Driving Plan process including DMV checks and insurance verification for CASAs and program staff driving youth.
- Responsible for monthly dashboard updates and program reports, as well as program reporting to the Board of Directors.
- Manage conversions and upgrades to database.
- Board liaison for the Program and Government Relations Committee. Runs meeting for the Committee Chair, records notes and delivers minutes to the committee within one week of the committee meeting.

Quality of Service

- Ensure the program complies with National CASA Standards and program staff and CASA volunteers operate in compliance with the Oregon Revised Statutes governing Court Appointed Special Advocates and CASA organizations.
- Maintain high quality service delivery in all program areas including planning, budgeting, contract compliance, quality assurance, staff evaluation, retention, community partnerships, and equity and inclusion efforts.
- Ensure program staff and CASA volunteers receive the training and resources necessary to provide children in the CASA program with sound and appropriate advocacy and early permanency planning, in accordance with applicable state and federal laws and agency policy.
- Oversee intake process to ensure compliance with National standards for timely processing and monitoring of children awaiting CASA assignments.

Program Staff Supervision

- Provide professional support, direction, and supervision to the, Program Managers, Training Manager, Recruitment Manager, and Intake Manager, including goal setting, training, annual performance reviews, paid time off and time and expense reporting.
- Oversee Program Manager(s) caseloads ensuring they have a caseload of 25-35 CASAs.
- Provide data to the board, directors, grant writer and development team as needed.

Required skills and attributes:

- Juvenile Dependency System: Courts, DHS, and community partners.
 - Demonstrated knowledge of mental health and social service delivery systems for youth.
Working knowledge of local foster children resources.
- Case planning and review.
- Volunteer management.
- Ability to communicate effectively both verbally and in writing with a broad variety of people including staff, supervisors, board of directors, judges, attorneys and supporters.
- Ability to exercise independent judgment, assume a leadership role and act as a representative of the agency in the community.
- Ability to exercise tact, objectivity, sensitivity, strategy and judgment in dealing with a variety of people in a variety of situations.
- Ability to effectively utilize computer technology.
- Ability to organize and lead multiple projects simultaneously.
- Knowledge of current employment law.
- Ability to maintain confidentiality and appropriate professional boundaries.
- Conducts and presents self in a manner that is professional and respectful of fellow employees, the courts, and partner agencies.

Education & Experience Requirements:

- Master's degree in Social Work, Public or Nonprofit Administration preferred, or equivalent experience in related field; 5 years experience as a manager in a supervisory role; 5 years experience with data reporting and management.
- Ability to work cooperatively and professionally
- Experience supervising direct service providers; either employees or volunteers.

Other Requirements:

- Criminal justice background check required prior to commencing employment.
- Proof of U.S. residency required.
- Valid driver's license, reliable automobile transportation and adequate insurance.
- Employment is contingent upon successful completion of the CASA training program within the first 120 days of employment.
- Required to complete CASA for Children's "Knowing Who You Are" training in the earliest available class.

Application Procedure:

- Email resume, cover letter indicating where you heard about the job to:
jobs@casahelpskids.org Re: **Program Director**

- **Deadline to apply: 5 pm, Aug.6, 2018.** Applicants are encouraged to apply early for the highest consideration, resumes will be reviewed as they are received.

NO PHONE CALLS PLEASE