



## **Big Country CASA**

### **Position: Program Specialist**

**CLASSIFICATION AND STATUS:** Full-Time Position/Exempt

**REPORTS TO:** Executive Director

**QUALIFICATIONS:** Bachelor's degree in nonprofit management, public administration, social work, or related area. Two-years related experience in management of volunteer, non-profit or public service agency, or an organization/division involved in child welfare or human social services. The candidate will demonstrate strong skills in child advocacy, assessment in children's needs and legal resolution for children involved in the court system. Previous experience working with volunteers, knowledge and understanding of child abuse and neglect, families in crisis and other social services skills are given priority. Previous experience supervising staff or volunteers and working directly with children, specifically in the foster care system is required. Clear criminal background required.

**PREFERRED SKILLS:** Excellent written and oral communication, including presentation and training; attention to detail; highly organized; vision to identify potential and opportunity; ability to build and maintain consensus; ability to communicate with, supervise and empower staff and volunteers to be effective in their roles; knowledge and understanding of issues and dynamics within families in crises relating to child abuse and neglect. Knowledge of the court system and legal resolutions for children in the foster care system. Familiarity with adoption, Collaborative Family Engagement (CFE) and the ability to identify challenges in achieving permanent resolutions for children including those youth aging out of foster care.

**SUMMARY OF RESPONSIBILITY:** The CASA Executive Director oversees and manages the CASA Volunteer Advocacy Program. The principal duties of the position include identifying and assessing challenges faced in achieving permanency for children, developing programs and supports targeting the needs of children and establishing relationships with community partners and meeting, or exceeding program standards of Texas and National CASA.

#### **ESSENTIAL FUNCTIONS:**

- Be consistent in assuring the well-being of the CASA children in regards to safety, connections and youth transitioning out of foster care with an urgency.
- Meet with Program Supervisors in overseeing general case management ensuring confidentiality, adequate supervision, the safety of, and best outcomes for each child.
- Learn and put into practice the CFE process including scheduling CFE team and family meetings, identifying family connections through available search engines, conduct research to assist in identification of family.
- Ensure all contacts and documents are recorded in Optima for CVC funding and outcomes for children.
- Track and document participation and outcomes required by Texas CASA and other parties.
- Participate in initial and ongoing CFE training.
- Be ever mindful of the Four C's of CFE and how each is tracked and measured in Optima for reporting and funding.
- Ensure all program policies and practices comply with Texas and National CASA standards.

- Represent CASA as a professional and positive liaison in court, to the public and welfare agencies, the district attorney's office, the private child welfare agencies, other government agencies, professional collaborations, and other relevant organizations.
- Meet with Program and Advocate Supervisors in CFE and adoption cases to facilitate legal resolution for children and youth.
- Provide structure, accountability, and management of the adoption progress in cases and report to the courts the status of children waiting to be adopted.
- Ensure data in Optima is current and accurate.
- Schedule quarterly adoption staffings with 2INgage Program Directors, PCM Supervisors, and PCMs.
- Coach Advocate Supervisors in working with the court, 2INgage, and attorneys on adoption cases.
- Ensure adoption plaques are completed in advance of each adoption.
- Assist in facilitating adoption parties.
- Attend adoption hearings.

#### **STRATEGIC AND OPERATIONAL PLANS:**

- Assist in the development of a long-range plan in cooperation with the Executive Director and Board of Directors.
- Develop yearly goals for the CASA program and quarterly goals for child outcomes.
- Continuously assess and identify challenges in achieving permanency for children including transitioning youth, assuring safety of our CASA children, and connections and transitions out of foster care.

#### **COMMUNITY RELATIONSHIP:**

- Participate in national, state and local organizations concerned with child abuse and neglect.
- Provide community education about services offered by CASA and assist with outreach.
- Maintain effective relationships through personal contact and written communication with other professionals and social service organizations, funding groups, foundations, and charitable organizations and serve on appropriate community committees and task forces.

#### **ADDITIONAL REQUIREMENTS:**

- Complete 30 hours of Pre-Service Volunteer Training upon hire.
- Complete special projects and tasks as assigned by the Executive Director.

#### **EXPERIENCE AND SKILL REQUIREMENTS:**

- Strong communication; speaking, writing and interpersonal skills
- Strong computer skills including Microsoft Word and Excel
- Experience in a leadership role with a proven track record of taking initiative
- Experience in nonprofit management preferred

Big Country CASA 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.