



**Robert E. Weiss Child Advocacy Center for Children & Youth
JOB POSTING**

TITLE: CASA PROGRAM MANAGER
REPORTS TO: CASA PROGRAM DIRECTOR
SUPERVISES: CASA ADVOCATES
SALARY RANGE: DOE **CLASSIFICATION:** EXEMPT
HOURS: FULL TIME – 40 Hours – some weekends and evenings may be required

The position and pay rate is contingent upon VOCA funding and experience.

RESPONSIBILITIES:

The Program Manager works with community partners such as Department of Human Services, Genesee Health System (Community Mental Health) and Genesee County Circuit Court creating and facilitating effective relationships to provide services to children who are victims of abuse and neglect. The Program Manager is responsible for coordinating the services for children and advocates who need resources. The position is also responsible for data entry and collection.

Work Duties:

- Work with advocates to assess the needs of the child regularly
- Provide education to the community partners about the services and needs of the child victims of abuse
- Work with CASA advocates on obtaining the information needed for court reports, VOCA reports, and other data needs
- Timely, accurate data collection and reporting
- Assess and revise database to capture data necessary for accurate grant and outcome reporting including federal requirements for VOCA funding
- Assess and revise database to capture data necessary to promote equity and inclusion in volunteer recruitment and case matching
- Develop and implement data analysis and reporting protocols for grant reporting, outcome measurements, and quality assurance
- Provide training and technical assistance to staff and advocates on data entry procedures
- Maintain case files and volunteer files in office.
- Enter and track data in database.
- Oversee assigned staff, mentors and assist with identified needs, if appropriate.
- Attend staff meetings and assist in the evaluation of the program.
- Compile statistical case information as required by local, state and National CASA programs.
- Assist in volunteer appreciation events.
- Provides staff and CASA training for VOCA related activities

Additional Responsibilities

- Provide office coverage as assigned by the Executive Director.
- Attend conferences/seminars/meetings as requested by the Executive Director.
- Participate in performance evaluations of this position as directed by the Executive Director.
- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness

Equal Opportunity Employer



of the CASA program and its goals and activities.

- Ensure adequate case load to comply with contracting and fund source requirements
- Maintain positive relations with the Child Advocacy Team.
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REQUIREMENTS:

- Experience in the fields of child abuse, child development, juvenile law and volunteer program management preferred; experience working with children and/or youth strongly preferred. Skill in working with all levels of decision-makers and stakeholders and in identifying community resources, recruiting volunteers and evaluating individual and program effectiveness.
- Knowledge of trends and practices in advocacy and volunteer recruitment, training and retention.
- Excellent written, composition and oral communication skills.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands and working with deadlines and in evaluating, analyzing, identifying and recommending solutions to complex problems.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.
- Must be flexible with hours and be available for evening meetings or events.
- Demonstrated respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender.
- Driver's license and reliable car.

EXPERIENCE: Possess knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference. The ability to communicate with, supervise and empower volunteers to be effective in their roles. Experience with child welfare and volunteers is preferred.

Travel: This position requires s travel for court, meetings, trainings, and conferences

Pursuant to the hiring policies of Weiss Child Advocacy Center: All WCAC employees must complete and pass a criminal background check, Michigan and National Sex Offender Registry Check and Central Registry check with the Department of Health and Human Services before hire. Employees will have their backgrounds screened annually. Any employee who has not resided in the state of Michigan for at least 10 years prior to hiring must sign a waiver attesting to the fact that they have never been convicted of a felony or identified as a perpetrator. Persons who have assaultive, child abuse, or criminal sexual conduct charges or convictions are not eligible for employment with WCAC. Felony convictions and other misdemeanors convictions will be reviewed by the Executive Committee for hire.