

Job Posting

Executive Director CASA/GAL of Hancock County

Mission:

CASA/GAL of Hancock County, trains and supports Court Appointed Special Advocates in Hancock County of Ohio, who serve as volunteer advocates on cases open in Juvenile Court due to abuse, neglect, or dependency.

Description:

The CASA/GAL of Hancock County Executive Director is a professional position responsible for the recruitment, training and supervision of CASA Volunteers working with Hancock County Juvenile Court personnel. As well as the day-to-day operations of CASA/GAL of Hancock County including, but not limited to, grant writing, financial management, and public image. Before providing services, the Director must complete the initial CASA training, be a licensed driver, have knowledge of Juvenile Court procedures, the ability to maintain client confidentiality, ability to relate well to people, ability to work with other agency personnel including Children Services and the prosecutors, the knowledge and understanding of the issues and dynamics within families in crisis relating to child abuse/neglect, and have experience working with such families.

Reports to:

Hancock County Juvenile Court Judge

Qualifications:

- Bachelor's degree required in a social-service related field, experience in the child welfare system, social services, or volunteer coordination/supervision.
- Ability to communicate with, supervise and empower volunteers to be effective in their roles.
- Ability to build community awareness and network with other community agencies.
- Ability to speak publicly with a professional tone and demeanor.
- Knowledge and understanding of issues and dynamic within families in crisis relating to child abuse and neglect.
- Skill to advocate strongly and professionally on behalf of clients and families in conflictual situations and to work resourcefully and independently to identify and seek out needed information and resolutions.
- The ability to utilize a variety of computer software packages such as Word, Excel, and Databases.
- Ability to professionally and adequately serve as a CASA volunteer after completion of pre-service training.
- Ability to write, secure and maintain necessary grants including VOCA.
- Ability to lead a team and manage any staff associated with the Program.

Requirements:

- Ability to complete pre-service training to become a certified Court Appointed Special Advocate.
- Valid driver's license. Must maintain a driver's license during employment.
- Successful completion of background check and central registry check.
- Have knowledge of juvenile court proceedings.
- Be able to maintain client confidentiality.
- Ability to work with other agency personnel including Children Services and the prosecutors.
- The knowledge and understanding of the issues and dynamics within families in crisis relating to child abuse/neglect;
- And experience with such families.

Duties and Responsibilities:

The following is an outline of the duties and responsibilities of the Executive Director. This includes duties as necessary that support the CASA/GAL of Hancock County mission.

VOLUNTEER SUPERVISION

- Provide support to volunteers regarding their case including problem solving, resource information and guidance related to the child welfare system. Contact, through the system or other means, with CASA volunteers should be at least once per month and documented.
- Supervising and guiding volunteers and making sure that the volunteer's activities are following both the CASA mission and applicable state and federal laws and standards.
- Supervise volunteers in preparation of court reports and recommendations and edit/revise as needed.
- Reinforcement of confidentiality policy with every volunteer.
- Assist with recruitment and screening of potential advocates.
- Assist with training and orienting new volunteers.
- Participate in evaluation of volunteer performance and periodic documentation checks.
- Consult with appropriate service providers and assist volunteers on professionally communicating with social service workers during contentious times in the case.
- Assist in preparing volunteers for court testimony.
- Ensure volunteers are reviewed annually.
- Maintain a case inventory of all cases and assigned volunteers through CASA Manager.

PROGRAM DEVELOPMENT

- Attend conferences and workshops as assigned in their development plan.
- Complete required data entry into database.
- Compiling statistics on all active cases, including outcome measurement, demographics and placements.
- Lead all staff meetings and board meetings (when necessary).
- Coordinate all volunteer appreciation events, pre-service training, in-service training, and other functions coordinated by CASA.
- Participate in public speaking, community outreach, and community committees that support the mission.

- Collection and development of case success stories and challenges to be shared in monthly staff meetings.
- Act as a representative of the CASA mission by participating in community task forces, or other programming.
- Act as the spokesperson for CASA/GAL of Hancock County in times of any crisis or necessary public service.
- Complete and maintain all necessary documents and document retention to ensure that CASA/GAL of Hancock County meets Ohio CASA and National CASA standards.
- Make reports as directed by the courts.
- Develop program goals, objectives and procedures.
- Maintain a CASA reference library.
- Schedule, prepare and attend pre-service and in-service trainings that meet the needs of the program.
- Management of the Volunteer Supervisor(s) and ensuring they are meeting their scope of services.

PROFESSIONAL DEVELOPMENT

- Adhere to the program policies on dress, professional conduct and demeanor.
- Model the mission as the public face of CASA.
- Always maintain confidentiality with staff, volunteers and court appointed professionals.
- Create and develop a yearly self-development plan with any staff.
- Create a personal self-development plan.

Job Type:

Full-time (40 hours), unclassified position for CASA/GAL of Hancock County. Scheduling will be roughly M-F 8:30am-4:30pm. While the number of weekly hours is not flexible, the scheduling of said hours can be flexible throughout the week to meet the needs of the program, cases, volunteers and any 'after-hour' events.

Hancock County offers a generous benefit package including Ohio Public Employees Retirement System (OPERS), medical insurance, paid holidays, sick leave, vacation after one (1) year of employment, and employee contributions into a deferred compensation program.

Salary will commensurate with experience and resumes and cover letter should be sent to Shawn Carpenter, Court Administrator, via e-mail to scarpenter@co.hancock.oh.us and must be received no later than the close of business on August 19, 2022. No calls please.

Hancock County Probate and Juvenile Court is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.