

The Henry County CASA office has an opening for the position of Director. This full-time position is a 35 hour, per week; non-exempt; pay is bi-weekly; employer PERF contribution; offers benefits after a probationary period; and pays an annual salary of \$31,895 for 2024.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

More information regarding the duties and requirements for this position is found within the attached job description.

Please submit an employment application, resume, and cover letter to apply for the position of CASA Director. Documents are to be sent to Susan Stamper, Henry County CASA Director, via email to sstamper@henrycounty.in.gov on or prior to 12pm, Friday, December 29, 2023.

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Director
DEPARTMENT: CASA
WORK SCHEDULE: 9:00 a.m. – 5:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)
DATE WRITTEN: November 2007 **DATE** **STATUS:** Full-time
REVISED: August 2021 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Director for the CASA program, responsible for directing activities of the program and improving the health and welfare of neglected and abused youth in the County.

DUTIES:

Plans, directs, administers, and supervises activities of part-time staff and CASA volunteers. Prioritizes and delegates work assignments, establishes specific work goals, administers department policies, provides training, evaluates work performance, ensures proper completion of tasks and conformance with policy, maintains discipline, and recommends corrective action as warranted.

Prepares written reports and recommendations for courts with distribution to attorneys.

Prepares cases for volunteers, approves court reports, and responds to field complaints. Coordinates volunteer recognitions.

Periodically analyzes department workload, interviews candidates for job openings, makes hiring recommendations, and provides orientation for new employees. Reviews salaries of assigned staff and recommends changes when warranted. Recommends personnel actions, such as promotions, transfers, or demotions.

Participates in State and local continuing education programs to keep abreast of new services, changes to law, standards for CASA volunteers, and best practices. Attends training for grant opportunities.

Creates annual budget and maintains account balances. Prepares claims for County Auditor.

Appears in court, testifies in hearings, and is subject to cross-examination.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including completion of 32 hours of initial CASA training, and completion of continuing education yearly.

Working knowledge of the criminal justice system and social services, and ability to apply such knowledge to a variety of interrelated tasks.

Working knowledge of current laws regarding Child in Need of Services (CHINS) cases and termination of parental rights cases.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare various documents as assigned.

Ability to plan, direct, administer, and supervise activities of part-time staff and CASA volunteers. Ability to prioritize and delegate work assignments, establish specific work goals, administer department policies, provide training, evaluate work performance, ensure proper completion of tasks and conformance with policy, maintain discipline, and recommend corrective action as warranted.

Ability to interview, make hiring recommendations, and recommend personnel actions, such as promotion, transfers, or demotions.

Ability to properly operate standard office equipment, such as computer, typewriter, calculator, fax machine, copier, postage meter, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments and agencies, Department of Child Services, program participants and family members, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain and carry out oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to plan and layout work assignments, prepare detailed reports, and plan and present public speaking presentations.

Ability to analyze and evaluate data and make determinations based on data analysis.

Ability to testify in legal proceedings/court.

Ability to occasionally respond to emergencies from off-duty status.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs tasks according to legally defined procedures and department policies. Incumbent receives indirect or occasional supervision where assignments are guided by definite objectives, only referring to supervisor for unusual matters. Frequently, decisions are made which are restricted only by organization-wide policies.

III. RESPONSIBILITY:

Incumbent works according to standard department policies and procedures and standard practices of the profession, exercising judgment in administering department operations. Work is reviewed primarily for compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments and agencies, Department of Child Services, program participants and family members, and the public for the purposes of exchanging information and ideas and mentoring individuals.

Incumbent reports directly to the Circuit Court Judge.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, reaching, close vision, and hearing sounds/communication. Duties may also involve exposure to violent/irate individuals and responding to situations involving potential physical harm to self and others. Incumbent occasionally respond to emergencies from off-duty status. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Director for the CASA program describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

HENRY COUNTY CASA DIRECTOR JOB DESCRIPTION

SUMMARY:

The Executive Director is ultimately responsible for the overall management of the agency and all aspects of the agency's operations. This primarily involves the supervision and coordination of a volunteer service program which provides CASA services to abused and neglected children. Key responsibilities include, but are not restricted to: 1) Agency and program planning, 2) Community and public relations, 3) Personnel management, and 4) Fiscal management.

AGENCY AND PROGRAM PLANNING:

SHORT-TERM

1. Meet weekly with program staff. a) to determine and discuss any problems or plans involving volunteers, (recruitment, training, screening, and supervision). Court staff, agency personnel, agency operations: b) be kept informed of all relevant activities of the agency.
2. Assure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.
3. Prepare quarterly program reports.
4. Keep Juvenile Court administration and other Child Welfare agencies apprised of agency directives and activities.
5. Oversee agency and program compliance with established policies and procedures.

LONG-TERM

1. Develop, implement, and maintain tracking systems and/or for both volunteer and caseload files.
2. Develop and initiate time-oriented strategic plans to establish agency goals (e.g., 1-year, 5-year, 10-year plans).
3. Review program/agency progress and compare to goals and objectives.
4. Assure agency compliance with National and State CASA standards.
5. Attend and work with National and State CASA programs through conferences and meetings.

COMMUNITY AND PUBLIC RELATIONS:

1. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities.

2. Develop and maintain relationships with all appropriate groups, agencies, and organizations, and any and all other child advocacy agencies and community service organizations.
3. Oversee release of press packets and news releases, and follow-up of any media coverage.
4. Approve all written public relations material printed by the agency.
5. Be available for public speaking engagements.

PERSONNEL MANAGEMENT:

1. Hire and supervise administrative and management staff.
2. Write and revise, as necessary, the job descriptions for all staff (except executive director) within the agency.
3. Prepare yearly performance evaluations (oral and written) for all administrative and management staff.
4. Staff development.

FISCAL MANAGEMENT:

1. Manage day-to-day fiscal operations.
2. Submit monthly and quarterly financial reports to grantors (as required).
3. Review and approve all monthly and quarterly reports and documentation to substantiate those reports.
4. Submit bills and expenditures to the treasurer for reimbursement and accounting.
5. Assist in developing agency annual budget.

QUALIFICATIONS:

Prefer MBA or Bachelor's degree in Business or Public Administration with minimum of 3 years related experience in administration of volunteer, non-profit, or public service agency or Master's or Bachelor's degree in social work, psychology or related area with requisite experience in administrating an organization or division involved in human social services. Candidates will demonstrate strong skills in fiscal management, agency and program planning, and public relations. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis, and other social services skills are given priority.