



CASA PROGRAM Manager

Job Classification: Program Manager

Hiring Range: \$18-\$20/hr

Department: Programming

Part-time

Job Description:

The CASA Program Manager is responsible for the daily operations, as well as program planning and development, for the CASA Program

Job Responsibilities:

- Recruit, screen, train, assign, and supervise program volunteers in accordance with program guidelines.
 - Recruit: Speak to local clubs and organizations; answer individual inquiries; target specific individuals and categories of potential volunteers.
 - Screen: Conduct criminal records checks, child abuse registry check, personal reference check, and screening interview.
 - Train: Schedule training sessions; conduct some training sessions; contact and schedule outside speakers; prepare training materials; coordinate continuing education for volunteers.
 - Assign: Match volunteers to cases; conduct conflict of interest check; file and serve appropriate court papers.
 - Supervise: Assist volunteers in creating a plan of action; be available to answer volunteer's questions and concerns and offer guidance; assist in locating resources and services; assist with report preparation; attend court hearings with the volunteers and other meetings as requested; ensure policy compliance; conduct evaluation of volunteers.
 - Maintain monthly communication with volunteers regarding opportunities, resources, and MDT/Court reminders.
- Take CASA assignments as needed or when there is no available volunteer
- Maintain volunteer files and records
- Maintain child files and records in accordance with program policies regarding confidentiality and state statutes
- Prepare correspondence as necessary for managing cases.
- Serve as a representative of the organization in community meetings or organizations.

Professional Qualifications Needed:

- Minimum education: College degree (Bachelors) preferred
- Minimum experience: At least five years of management experience and experience working directly with families and children. Experience working in social work or a related human service field.
- Required clearances: Must be able to pass the Wyoming Central Registry and national FBI background checks.
- Minimum age: Applicants MUST be 21.

Professional Skills Needed

- Excellent interpersonal, observational, conflict resolution, de-escalation and crisis management skills.
- Ability to adapt quickly to changing situations. Must be able to think quickly on your feet.
- Ability to work independently and as part of a team.
- Good oral and written communications skills
- Detail-oriented
- Ability to work with people from diverse backgrounds
- Computer skills, word processing, use of Google applications
- Ability to lift up to 50 pounds, to get up and down quickly, navigate outdoor areas with families.
- Ability to sit or stand for long periods of time
- Current first Aid and CPR certification (will provide training)