

GILA COUNTY PROBATION DEPARTMENT

JOB ANNOUNCEMENT

1100 E. MONROE STREET, GLOBE, AZ 85501
714 S. BEELINE HIGHWAY, PAYSON, AZ 85541

POSITION POSTED: JANUARY 17, 2013

DEPARTMENT: **PROBATION**
LOCATION: **GLOBE/PAYSON**
CLOSING DATE: **OPEN UNTIL FILLED**

POSITION: **CASA COORDINATOR**
JOB CODE: **2013-001**
ANNUAL SALARY: **\$40,081-\$42,099 DOE**

NATURE OF WORK:

Develops, coordinates and supervises activities and staff of the Court Appointed Special Advocate (CASA) Program in providing advocacy services of children/juveniles involved in child abuse/neglect litigation, or adjudicated as delinquent.

DUTIES AND RESPONSIBILITIES:

- The development and implementation of program goals, objectives, policies, procedures and work standards; ensures that the CASA program meets all the Superior Court requirements and CASA Program Policies and Procedures; oversees recruitment of CASA Volunteers; provides community outreach services to promote the program and raise awareness of Issues pertaining to children in care.
- Plans, organizes, reviews, monitors and evaluates the activities of CASA support staff to ensure effectiveness of service delivery and methods; selects and trains staff. Conducts performance evaluations for support staff.
- Supervises and assists CASA Volunteers; prioritizes and assigns tasks; reviews CASA Court Reports and oversees submitting the reports to the Court and the legal parties; conducts volunteer performance evaluations; identifies training needs and provides training for Volunteers.
- Coordinate and disseminate training opportunities to the volunteers.
- Oversees CASA Volunteers advocacy services to the Court on behalf of dependent children (wards of the Court).
- Develop marketing materials and strategies and promote and represent CASA in the community through public speaking engagements, media appearances, community forums and community events; provides education about the CASA program.
- Recruit, interview, select and train new CASA Volunteers.
- Collect, monitor and evaluate data and oversees data entry into database(s); extracts and summarizes program and operational activities information for reports; assures that program activities are in compliance with operational guidelines.
- Carries out duties in conformance with applicable laws and ordinances; interacts with the public effectively and courteously; oversees and provides information to the Court on cases with an assigned CASA Volunteer through CASA Court Reports.
- Updates and maintains a variety of files, including case files and volunteer personnel files, records, and other documents, and prepares quarterly reports and other reports as required.
- Tracks and reports statistical information and develops the annual budget.
- Serve as a liaison and ambassador for CASA to public and private agencies.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; Must be capable of traveling to and from various work locations to attend meetings.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

EMPLOYMENT STANDARDS:

Bachelor's degree in social or behavioral sciences or a field related and two (2) years experience in a child advocacy setting or social work including program management; or an equivalent combination of education and experience; Arizona driver's license.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Program management and administrative principles; principles of child advocacy, casework practices and best practice standards; court procedures and practices; community resources and referrals; principles of child development, family dynamics, and child welfare issues; crisis intervention and problem solving techniques; CASA of Arizona policies and procedures; principles and practices of supervision and management; business English, including spelling, grammar and punctuation; domestic violence, sexual abuse, substance abuse issues.

Ability to: Demonstrate analytical ability in defining problems, collecting data, analyzing information, and making logical conclusions based on facts; demonstrate effective interpersonal relationships in bringing people together to solve problems; compile and summarize information and prepare periodic or special reports; deal successfully with the public, in person and over the telephone, often where relations may be confrontational or strained; address the public and professional groups; deal with cases which may be sensitive in nature and maintain confidentiality; operate a personal computer and specialized software applications.

Skills in: Planning, organizing, supervising, reviewing and evaluating the work of others including volunteers; training others in policies and procedures related to the work; interpreting, applying and explaining court and legal rules, processes, procedures, federal mandates, state statutes related to child advocacy issues; applying initiative and independent judgment in problem solving and policy guidelines; coordinating multiple activities and meeting critical deadlines; establishing and maintaining effective working relationships with County staff, outside agencies, volunteers, and community services personnel; writing and completing accurate reports; interacting with people of different social, economic, and ethnic backgrounds.