

CRIME VICTIM SERVICES

COURT APPOINTED SPICAL ADVOCATES DIRECTOR POSITION DESCRIPTION

LOCATION: Allen County

EMPLOYMENT STATUS: Full-time

CLASSIFICATION: Exempt

POSITION REPORTS TO: Deputy Director

POSITIONS SUPERVISED: CASA Advocate Coordinators, Interns, Volunteers, and Clerical staff as assigned

POSITION PURPOSE

The Crime Victim Services CASA Director is responsible for the development, implementation, and management of the CASA/GAL volunteer program; program development and fund raising; the preparation and submission of court reports for abused and neglected children; and maintaining the collaborations needed to successfully meet the Crime Victim Services and CASA/GAL Program missions.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Accomplish staff results by communicating job expectations; planning, monitoring and appraising job results; coaching, counseling, developing personal growth opportunities and disciplining employees; developing and coordinating and enforcing systems, policies, procedures and outcome standards.
- Organize recruitment campaigns; including PSAs for TV, Radio, and Press Releases for newspapers. Serve as primary media contact regarding volunteer recruitment.
- Work with the Juvenile Court Judge to establish parameters of volunteer responsibilities and caseload.
- Maintain communication with service providers and juvenile court regarding volunteer efforts, including the delivery of timely, accurate and complete court reports for all assigned abuse and neglect cases.
- Attends and or is represented by designee at all meetings of the governing body and the advisory councils to the extent authorized by the CVS Director. Work with the advisory councils in planning volunteer recruitment and community awareness.
- Take primary responsibility for: interviewing, screening and training of volunteers, including continuing education; and maintaining volunteer files, including application, reference checks, evaluations, interests and assignments.
- Coordinates all fund raising events and completes all local, state, and national grant applications and reporting requirements.

- Provide leadership in development of effective programs and services, including outcome and quality measures requested by CVS supervisor.
- Demonstrates regular and predictable attendance, while maintaining flexibility with hours in order to be available for evenings and weekend training and volunteer recruitment.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Meets all national standards for victim assistance and service outcome standards as described in this position description.
- Complete CASA/GAL training.
- Communicate with, supervise and empower volunteers to be effective in their roles.
- Responsible for overall financial management of the program and report to the CVS Director at least quarterly the program's financial status.
- Plans and coordinates with CVS Deputy Director the development of program policies annually. Ensures personnel management within the program is carried out in accord with written agency policy.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Crime Victim Services. Is also responsible for assisting and advocating for victims to reach outcomes of property security and personal safety, emotional and physical healing, justice process knowledge and participation, and financial recovery and restitution.

WORK ENVIRONMENT

The employee: works with and around chemicals found in an office environment; ascends or descends stairs; has contact with potentially violent or emotionally distraught persons; may periodically be exposed to chemicals/fumes from cleaning products and/or paint products.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak or hear, stand or sit for long periods of time, open filing cabinets, walk, stoop or bend, use hands to handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds and complete tasks requiring manual dexterity. May be required to travel to/from meetings while exposed to outside environment. Ability to drive a vehicle for travel is required for the position.

QUALIFICATIONS

Completion of a Bachelor's Degree in social service-related field or equivalent combination of education and experience. Management skills and experience to effectively administer the program's personnel and financial resources and to effectively coordinate services with the court and other community agencies. Experience in the fields of child abuse, juvenile court, volunteer program management, program operations and fundraising preferred.

Knowledge of: agency policies and procedures; national standards for victims assistance and applicable ethical standards; public relations; community resources and services; marketing; media relations; education techniques, agency outcome and quality measures; social services policies, programs, rules and regulations; office practices and procedures, and issues and needs of victims with disabilities.

Skill in: typing; word processing; computer operation, including working knowledge of database software and web sites; use of modern office equipment; motor vehicle operation.

Ability to: adhere to national standards for victims assistance and applicable ethical standards; carry out instructions in written, oral, or picture form; deal with variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; use public speaking skills; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; copy records precisely without error; complete routine forms; prepare routine correspondence; prepare accurate documentation; write and/or edit documents for publications; use proper research methods to gather data; communicate; respond to routine inquiries from public and/or officials; prepare and deliver speeches and; work alone on most tasks; answer routine telephone inquiries; develop and maintain effective working relationships.

Licensure or Certification: Valid Driver's license, proof of insurance and pass a variety of criminal and civil background checks. Attain and maintain Ohio Advocate Network registration and / or National Credentialing as soon as eligible.

The above statements are intended to describe the essential functions of the job and the qualifications of the person assigned to it. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements. Reasonable accommodations may be required to assist individuals with disabilities.

This job description does not constitute a contract of employment. Employment is "at will" and may be terminated at any time.

Reviewed By: Employee's Signature

Date

Approval: Supervisor's Signature

Date