

Upper Cumberland Human Resource Agency

Job Description

CASA Program Director

Classification: Non-Exempt
Department: Employment and Training
Reports to: Career Center Coordinator
Salary Grade: HR - \$9.00-\$12.00 (*Salary may be less than minimum amount listed dependent upon financial restraints of the agency.*)

Job Group:
Census Code:
2010 SOC Code: 43-1011
Employment: At Will

POSITION SUMMARY

This position is responsible for the daily operations of the CASA program, overseeing CASA staff, fundraising, grant writing, completing reports, and other duties as needed. The CASA Program Director will also work with the Juvenile Court, court officials, attorneys, DCS, and the community in establishing the CASA program.

MAJOR DUTIES AND RESPONSIBILITIES

- Offer, assist, and implement CASA trainings. Keep training manuals and training materials updated, including any and all law changes that will affect the role of CASA.
- Completes background checks on CASA volunteers
- Supervises and supports CASA staff with the ability to cover the positions as needed
- Fundraises for the operation of the CASA program. Which includes: fundraising events, grant writing, and other activities
- Raises awareness of the CASA Mission and Goals in the community, through speaking engagements and community events
- Contacts Tennessee CASA, TCCY, National CASA, and other organizations as needed
- Other duties as needed

SKILLS/QUALIFICATIONS

- Bachelor's degree in social service- related or equivalent combination of education and experience.
- The ability to communicate with, supervise and empower volunteers to be effective in their roles.
- The ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics concerning child abuse and neglect.
- Commitment to the program's mission, goals and standards.
- Proficient in independent project management
- The ability to generate monthly reports
- Budgeting knowledge and experience
- Computer skills

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Function and complete job duties within an office environment.

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Americans with Disability Specifications

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____