



Stone County Program Coordinator

JOB DESCRIPTION:

In the capacity of Program Coordinator for Stone County, the incumbent provides direct case management, staffing of cases, identifying direct resources for children and families, and 24-hour support to CASA Volunteers to provide the highest level of child advocacy and early permanency planning. Additionally, the incumbent is responsible for the organization and follow through of any special projects; such as training for volunteers. The incumbent is responsible for recruitment and retention of volunteers.

CASA of Harrison County's Program Coordinator must successfully complete the CASA pre-service training program and be committed to CASA's goals and mission. Must be highly motivated professional with high quality standards and committed to program goals and mission.

QUALIFICATIONS:

Candidate must live in jurisdiction of Stone County and will submit to all background checks for State, Federal, and Child Registry.

The incumbent should possess the following education, skills and/or experience:

- Undergraduate Degree in related field
- Demonstrate the ability to communicate effectively both orally and in writing
- Knowledge of general clerical skills and operation of office equipment
- Ability to prioritize and effectively manage multiple tasks and projects
- Supervise and empower volunteers to be effective in their roles.
- Be affective in working cooperatively with various outside agencies
- Knowledge and understanding of diverse family dynamics to include: assisting families in crisis relating to child abuse and/or neglect (prior experience given preference)
- Must exercise confidentiality at all times.

RESPONSIBILITIES:

The incumbent is responsible for the following duties to include, but are not limited to:

- Participate in the interviewing, screening, and training of prospective CASA volunteers

- Facilitates training as needed
- Create and maintain accurate case files of both hard copy and in Optima; close when necessary for Stone County.
- Gather and organize data for analysis reports
- Communicate with Youth Court and Child Protective Services for court documents, case assignments, and pending court dates in Stone County.
- Responsible for conduct, evaluation and improvement of training programs
- Work with Executive Director to develop staff and volunteer training plans
- Prepare and distribute case assignment documentation.
- Assist in development of initial case plans, provide support and consultation for volunteers, attend court hearings, 24-hour emergency on call for volunteers
- Review, edit, and distribute volunteer court reports.
- Participate in volunteer evaluations with Executive Director
- Assist in volunteer appreciation events
- Attend conferences, seminars and meetings as requested by the Executive Director
- Engage in community outreach increase community's awareness of CASA
- Any other duties as assigned by the Executive Director that ensure the highest level of advocacy for children

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of CASA of Harrison County to provide equal employment opportunity to all applicants and employees based on qualifications and abilities without regard to race, color, sex, age, religion, national origin, disability, sexual orientation and gender identity or veteran status.

I also understand that this is a grant funded at-will position.