



GRANT-HARNEY COUNTY CASA, INC
835 S. Canyon Blvd
John Day, OR 97845
Phone (541) 575-5574
www.granharneycasa.org

Program Coordinator Job Description

Location: Harney County, OR

Reports to: Executive Director

Status: 3/4-Time (30 hours), Exempt Employee (potential for full-time (40 hours))

Salary Range: Starting at \$25,000, with opportunities for annual performance raises

Mission

Grant-Harney County CASA, Inc's mission is to train and support volunteers who will provide all abused and neglected children in Grant and Harney Counties a voice in juvenile court, and to educate the community regarding its responsibility for abused and neglected children.

Position Summary

The Program Coordinator provides supervision and case management support to CASA Volunteers. CASA Volunteers are trained citizen Volunteers appointed by the court to advocate for the best interests of children during their time in the juvenile dependency system, with a goal of finding that child a safe and permanent home as expeditiously as possible. The Program Coordinator ensures that abused and neglected children in Harney County receive strong and effective advocacy and strict confidentiality.

Duties and Responsibilities

The Harney County Program Coordinator is an integral member of Grant-Harney County CASA's team whose role includes:

Volunteer Supervision (60%)

1. Maintain frequent, consistent contact with and provide timely and thorough guidance to assigned Volunteers (up to 20); including facilitating regular CASA Volunteer meetings.
2. Provide support and consultation to Volunteers as related to case assignments; monitor case-related activities of advocates to ensure compliance with policies, procedures, and standards of the organization, including confidentiality, cultural competency, and self-management.
3. Maintain effective coordination with the court on case assignments; notify Volunteers of hearing dates and track court dates.
4. Monitor unassigned cases and collaborate with the Executive Director in identifying appropriate Volunteer assignments when available.
5. Review and ensure Volunteers receive all case-related communication and documents from DHS and other parties.
6. Attend court hearings, Citizen Review Board reviews, and DHS meetings as appropriate.
7. Review, assist in revisions of, and distribute volunteer court reports.
8. Conduct an annual review for each Volunteer.
9. Facilitate volunteer appreciation in partnership with Executive Director.

Administrative (25%)



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1. Document case activity, and collect required program data; consistently maintain case files in compliance with state and National CASA standards, including ensuring timely data entry.
2. Maintain up-to-date personnel files for each CASA Volunteer.
3. Provide program data as requested by Executive Director.
4. May assist with production of outreach materials, and website and social media content.

Program Outreach and Improvement (15%)

1. Attend staff meetings, conferences, collaborative agency committees, and other meetings as appropriate. Represent or present about the organization as needed.
2. Seek out opportunities to educate community partners about the work, activities and responsibilities of CASA volunteers in order to improve collaboration between the programs, volunteers and community partners.
3. Recommend new or revised policies to improve program effectiveness and quality.
4. May participate in community engagement events as requested.
5. Complete Volunteer pre-service training and participate in a minimum of 12 hours of approved, relevant continuing education annually.
6. Maintain understanding of current resources, information, and conditions regarding child abuse and neglect and CASA standards.

Other duties as assigned.

Minimum Qualifications

1. Combination of education and/or experience that demonstrates comprehensive knowledge in juvenile justice, social services, child welfare, child development.
 - a. High school diploma or GED with 4+ years' experience, or,
 - b. Bachelor's Degree in directly related field with no previous work experience, or,
 - c. Equivalent combination of education and experience.
2. Must be 21 or older and submit to background and abuse/neglect history checks.

Preferred Qualifications

1. Bachelor's degree in related field.
2. 3+ years' experience that demonstrates comprehensive knowledge in juvenile justice, social services, child welfare, and/or child development.
3. Demonstrated knowledge of trauma-informed care, resiliency, vicarious trauma and self-care, cultural competency and inclusion, and strengths-based approach.
4. Excellent written communication skills and proficiency with computers.
5. Skill in identifying, analyzing, and recommending solutions to complex problems.
6. Experience with volunteer management.

Requirements

1. The ability to communicate with, supervise, and empower Volunteers to be effective in their roles.



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2. The ability to work independently with excellent organization and prioritization skills.
3. Commitment to Grant-Harney County CASA's goals and mission.
4. Respect of all people regardless of socioeconomic background, race, ethnicity, culture, religion, sexual orientation, disability, or gender.
5. Some flexibility in weekly schedule will be required and may include evening and weekend hours to accommodate training and community events.
6. Reliable transportation and ability to travel between various worksites, on-site and off-site locations beyond normal commuting.

Benefits

1. Flexible working schedule with the option to work from home as allowed
2. 401k
3. Yearly benefit stipend
4. Professional development opportunities
5. Office location with natural light and ergonomic, standing desk
6. Paid Time off

Applicants are encouraged to learn more about CASA by exploring the National CASA website and Grant-Harney County CASA's website, www.grantharneycasa.org.

Grant-Harney County CASA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Grant-Harney County CASA complies with applicable state and local laws governing nondiscrimination in employment.

Applicants

To apply please send resume and cover letter to:

Hannah Hinman, Executive Director
Grant-Harney County CASA
hhinman@grantharneycasa.org

Position open until filled.