



CHILD ADVOCATES - DENVER CASA DIRECTOR OF PROGRAMS JOB DESCRIPTION

OVERVIEW:

Child Advocates - Denver CASA's mission is to recruit and train community volunteers from diverse backgrounds to advocate for the best interests of children, who have experienced abuse or neglect, in the pursuit of safe and permanent homes. We seek a nonprofit professional with experience managing program staff and working with volunteers, with a background in social work or youth development. The ideal candidate will also have experience, and an interest in, collecting and analyzing data for program fidelity and improvement. They will be committed to the values of Diversity, Equity, Inclusion and Belonging outlined below.

Diversity, Equity, Inclusion and Belonging:

Denver CASA continues to build a diverse and inclusive culture that encourages, supports, and celebrates the distinct voices of our employees, volunteers, board members and children served. We want every employee to feel valued and appreciated and bring their full authentic selves to work. Denver CASA does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations

PURPOSE:

To carry out the mission of Child Advocates—Denver CASA by: managing the Advocate Supervisors who oversee upwards of 35 CASA Volunteers who advocate for the needs of youth. Duties related to this will include, management of the program; monitoring and maintaining data on cases and volunteers; and identification and implementation of supplemental programs that benefit the CASA Volunteers and the child welfare.

MAJOR DUTIES:

- In partnership with the Executive Director and Board of Directors, provide leadership in developing program goals, identifying and implementing strategies for program growth and improvement, and continually monitoring program effectiveness.
- Serve as a member of the Leadership Team for the Organization along with the other Director level staff.
- Ensure that program is following the National CASA Standards.
- Directly supervise 8 program staff and 1 social work intern, and work closely with the volunteer recruitment and development team.
- Monitor progress and effectiveness of case management, ensure that database is accurate and updated and provide problem-solving assistance to Advocate Supervisors and CASA Volunteers as necessary.
- Supervise up to 10 CASA volunteers as appropriate based on prior experience in child welfare.
- Work with the Training and Peer Coordinator Manager to ensure that all training curriculum is being effectively and consistently taught. And that there is consistent and useful in-service training for volunteers.
- Oversee the process of CASA volunteer assignment to Advocate Supervisors and participate in assessing cases for assignment to a volunteer.
- Facilitate collaborative efforts between Denver CASA, other agencies, case professionals and the Courts on an on-going basis.

- Actively work to build and maintain positive relationships with community agencies including Denver Juvenile Court and Denver Department of Human Services and other child welfare community stakeholders to represent the CASA program on a regular basis including participating on committees of the Best Practices Court Team
- Work with Executive Director, Director of Development and Community Engagement Manager to create and implement strategies to increase volunteer engagement and retention, focusing on volunteers from diverse communities.
- Ensure the effectiveness of program evaluation practices and data management, along with primary oversight of the maintenance of all case records; analyzing program data on a regular basis; compiling data and information for reporting for grants, fund development, and internal purposes; and ensuring effective data entry practices for case supervisors and volunteers.
- Oversee and manage all grant reporting requirements related to the program, including government grants.

QUALIFICATIONS:

- MSW highly preferred or significant experience in a leadership role in human services, social work, law or related fields.
- Strong experience in the child welfare, human services sector. Knowledge of juvenile court and social services systems preferred.
- At least 2 years of proven experience managing departments and enthusiasm for supervising upwards of 10 staff members, preferably in a nonprofit environment.
- Experience with building and facilitating diverse and culturally competent work cultures.
- Ability to develop and drive new ideas; act as a thought leader for creative and effective development of programs.
- Adaptability, creative approach to problem-solving, desire to help achieve aggressive goals.
- Experience with volunteer management, including developing strong relationships with volunteers and improving volunteer retention and engagement.
- Strong experience with program evaluation, data management, and outcome reporting. Strong data input, management, analysis and reporting skills.
- Organized, with effective time management skills. Ability to meet deadlines, respond to inquiries quickly and efficiently and balance multiple tasks.
- Excellent computer skills.
- Excellent communication skills and a proven ability to build positive relationships with a wide variety of individuals and organizations.
- Ability to positively represent the organization in meetings with community stakeholders.
- Availability to work occasional evenings and weekends.
- Bilingual highly desirable.

This is a full-time position reporting to the Executive Director.

Salary range \$60,000 - \$70,000 DOE. Health, dental and vision benefits available, life and disability insurance, plus generous time off including summer Friday hours. All Denver CASA employees are currently working remotely a mainly from home due to COVID-19 at this time. This may change as there are further developments with the virus.

Please submit resume and cover letter with salary requirements to admin@denvercasa.org. Please include "Program Director" in the subject line. Resumes will be accepted until positions are filled. No phone calls, please.