



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

CASA Coordinator
(22120)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Community Resources
(06)

Revision Date: January 2008

General Description: This is a professional position. The incumbent performs professional and administrative tasks necessary for the operation of the Hanover Court Appointed Special Advocate Program, which provides trained community volunteers to advocate for abused and neglected children involved in the court system.

Organization: The incumbent reports to the Director of Community Resources and supervises volunteer staff.

Essential Functions:

- Ensures all program operations are in compliance with local policies and procedures, state regulations and national standards.
- Writes and submits funding proposals (i.e. grants) to support program activities.
- Monitors grant activities and submits required programmatic and financial reports.
- Maintains fiscal accountability and records for CASA Program.
- Coordinates and implements volunteer recruitment and screening.
- Develops, schedules and conducts volunteer pre-service training and maintains volunteer manuals.
- Assigns cases to volunteers and provides regular case supervision and support, including attending court hearings.
- Reviews, edits and submits the volunteer's court reports to the clerk's office and the GAL in accordance with set timeframes.
- Coordinates ongoing in-service training for CASA Volunteers.
- Properly maintains case records and volunteer files and retains such files as set forth by the Library of Virginia.
- Evaluates CASA Volunteers through annual evaluation process.
- Conducts annual program evaluation, to include feedback from volunteers, parents and other service providers.
- Maintains COMET database.
- Prepares statistical report information and reports on program activities within established timeframes.
- Maintains regular contact with Juvenile and Domestic Relations District Court Judge, Court personnel, social services staff, attorneys and other community agency representatives.
- Participates in public relations activities and community education and awareness to promote the CASA Program.
- Participates on local committees that support collaborative community efforts to enhance child safety and well-being.
- Participates with regional, state, and national CASA efforts to promote child advocacy.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - May interact with customers, families and/or children in difficult situations
- B. Environment
 - Office
 - Field - Travel may be necessary in order to perform essential functions
- C. Physical Effort
 - Moderate - As necessary to support program operations
- D. Exempt

Knowledge, Skills and Abilities: Knowledge of juvenile justice system and awareness of trends in child welfare to include child abuse and neglect and permanency planning is required. Knowledge of volunteer management and trends in volunteerism is preferred. Must have ability to research, write and monitor grants. Must be able to work independently, to interpret and apply policies and procedures, to maintain confidentiality and to work well with volunteers and community agencies. Ability to work with automated information systems, required.

Education, Experience and Training: Bachelor's degree required with a minimum of three (3) years' experience in volunteer management, child welfare, human services, grant writing/reporting and/or juvenile services required – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- CPS Check
- Valid Commonwealth of Virginia Driver's License
- Work beyond normal schedule required
- Twelve-month probationary period