



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** CASA Program Manager

**Department:** Administration

**Posting Closing:** Until Filled

**Position Location:** 3501 Merrimac Rd Dayton, OH 45422

**Job Type:** Full-time

**Salary:** \$74,630.40/Annually

**Shift:** 1<sup>st</sup>

### BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave, Personal Leave, and Parental Leave

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

### DISTINGUISHING JOB CHARACTERISTICS

Monitors CASA program operations and processes, and ensures that the CASA Program meets the standards set forth by the CASAS.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

### QUALIFICATIONS

Master’s degree preferred, Bachelor’s degree required in social work, psychology or related area. Training or experience in management and supervision of volunteers. Three (3) or more years related work experience with the juvenile justice system, substance abuse treatment, child welfare, or education systems. Ability to learn CASA program requirements. Effective communicator with the ability to work with diverse populations. Ability to pass a criminal background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: [hr@mcjcoho.org](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

**CLASSIFICATION TITLE:**      CASA Program Manager

<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>DEPARTMENT</b>	Administration	<b>REPORTS TO</b>	Court Administration
<b>PAY GRADE</b>	A27	<b>WORK SCHEDULE</b>	40 hours per week
<b>CIVIL SERVICE STATUS</b>	Unclassified		

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.*

Recruits volunteers, and provides public awareness of the CASA Program through speaking engagements and promotions on radio, television, newspapers, Facebook, billboards, local colleges and universities and civic groups.

Interviews and selects prospective volunteers for the CASA/GAL training program. Attends hearings with CASA volunteers or in their stead. Carries CASA caseload.

Develops, provides and leads CASA training for volunteers and attorneys on a biannual basis. Provides on-going training for caseworkers, foster parents, CSD personnel and community groups regarding the role of the CASA/Guardian ad Litem (GAL) as requested or necessary. Maintains current materials, and training manuals.

Hires and supervises full-time staff, volunteers and interns and evaluates their performance. Distributes and assigns CASA referrals throughout the unit. Conducts routine case conferences to analyze the timeliness and efficiency of the investigations and report submission to the Court. Implements corrective actions when appropriate.

Submits routine reports to Administration regarding CASA statistics and trends. Formulates and reviews goals for the CASA Program, and maintains responsibility for fund-raising and grant proposal writing to help defray program costs.

Maintains a working relationship with the University Of Dayton School Of Law , for support through the use of their facilities and resources for training. Develops relationships with the child-advocacy and service agencies that work with the client population to ensure effective collaboration.

Communicates to the Court the effectiveness of Court policies and procedures in representing the “best interest” of the child.

Organizes and promotes recognition to honor the work of the CASA volunteers.

### OTHER DUTIES AND RESPONSIBILITIES

#### SCOPE OF SUPERVISION

Coordinator of Volunteers; Administrative Secretary I; Volunteers.

#### EQUIPMENT OPERATED

Computer; telephone, fax machine, copier and other general office equipment.

#### CONTACTS WITH OTHERS

All Court departments; local and state public officials; the Bar; social service agencies; hospitals; schools; universities; civic groups; law enforcement; victims, parents; probationers; ODHS; Ohio CASA/Gal Association Board and Program Members..

#### CONFIDENTIAL DATA

Criminal records; court reports; financial records; psychological records and reports; school records and reports; social history reports; risk/needs evaluation reports on clients; CIR; OYAS; CSD records; sexual offender reports; diagnostic assessments; medical records.

#### WORKING CONDITIONS

Good working conditions when working in the office. When occasionally working in the field, employee is exposed to conditions within juvenile’s homes and high crime areas. Possibility of exposure to hepatitis and blood borne disease from contacts with juveniles and urinalysis samples. Possible exposure to risk of injury from physical assault. Occasional exposure to inclement weather.

#### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.*

While performing duties of this job, the employee frequently sits for extended periods of time, and stands and walks. Position can involve operating and sitting in a vehicle for periods of time. Employee converses verbally with others in person and by telephone. Vision demands includes normal vision requirements but can include occasional viewing of computer screen requiring close focus.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Child Welfare System; Child Welfare Laws; Juvenile Justice system; community resources; family dynamics; child development; trauma informed care; substance

abuse and related treatment; domestic violence; volunteer recruitment and selection; cultural awareness; child abuse/neglect issues; legal procedures related to child welfare; psychology/counseling; mental health issues; child medical conditions; supervisory principles; adult learning theories.

**Ability to:** Apply supervisory principles to practical work situations; speak effectively before groups; work with all types of people and races from different social, economic and religious backgrounds; maintain good public relations as a Court representative; establish and maintain effective work relationships with associates and job contacts; exhibit good organizational skills; maintain confidentiality.

**Skill in:** Program management/development; inter-personnel relationships; fund raising; conflict resolution; crisis negotiation/mediation; grant and report writing; volunteer management; oral and written communications; operation of computer; public relations; critical thinking; leadership; time management; motivational interviewing, developing strength based case plans; reflective listening; data input and analyzing.

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### LICENSURE OR CERTIFICATION REQUIREMENTS

None

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_