

Clinton County CASA Program
Executive Director Job Description

Date Posted: July 9, 2024

Job Title: CASA Executive Director

Status: Full Time/30 hours per week

Classified or Unclassified: Unclassified

Exempt or Non-exempt: Non-exempt

Rate of Pay: \$20.00 per hour, but commensurate with experience

The following sets forth more fully the Scope of Services to be provided under the Clinton County Juvenile Court CASA Agreement.

Purpose:

The CASA Director is a professional position responsible for the recruitment/supervision of CASA Volunteers working with Clinton County Juvenile Court personnel.

Before providing services, the Director must complete the initial CASA training, be a licensed driver, have knowledge of Juvenile Court procedures, the ability to maintain client confidentiality, ability to relate well to people, ability to work with other agency personnel including Children Services and the prosecutors, the knowledge and understanding of the issues and dynamics within families in crisis relating to child abuse/neglect, experience working with such families, and have a Bachelor's Degree and/or five years related experience.

Services:

- Outreach to the public to educate the general public and recruit volunteers for the CASA program. Public outreach includes speaking engagements, radio spots, and newspaper articles.
- Recruitment of volunteers.
- Develop and host CASA awareness events in the county.
- Interview and screen prospective volunteers.
- Plan and provide initial CASA volunteer training.
- Maintain volunteer records.
- Prepare case files including completing data sheets for each new case file, completing the Order of Appointment of CASA, completing the acceptance to be signed by the volunteer, and notification of appointment to CCCS.
- Use of Casa Manager to enter all monthly data including case demographics, monthly hours, continuing education hours, hearings, and training.
- Match CASA cases with appropriate volunteers.
- Provide case management, including reading and submitting CASA reports to the Court.
- Schedule, coordinate, and attend ongoing, in-service training.
- Empower and motivate volunteers to be effective in their roles.
- Consult with CASA volunteers about problems or concerns.
- Develop volunteer recognition and retention programs.

- Evaluate CASA volunteers and programs annually.
- Develop program goals, objectives, and procedures.
- Grant writing.
- Report periodically to the Court statistics on the program.
- Maintain a CASA reference library.
- Make reports as requested by the Court.

Please email resumes and references to CASA Director, Tarah Mongold at:
mongold.tarah@clintoncountyohio.us

This job description is not to be all inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, department head, elected official.

Clinton County is an Equal Opportunity Employer.