



## JOB DESCRIPTION

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**JOB TITLE: CASA Program Administrator**

**JOB CODE: 1420**

**DEPARTMENT: District Courts**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Judicial Assistant**

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### **SUMMARY OF JOB PURPOSE**

Administers, coordinates and oversees activities and staff of the Court Appointed Special Advocate (CASA) Program under direction of the Douglas County District Court in providing advocacy services to children involved in child abuse/neglect litigation, custodial and visitation disputes, paternity, and guardianship cases.

### **ESSENTIAL FUNCTIONS**

1. Oversees and coordinates the development and implementation of program goals, objectives, policies, procedures and work standards; ensures that the CASA program meets all the requirements of the Nevada State CASA Program, as well as the National CASA Association.
2. Assists the general public, clients, and/or county employees in person, by telephone and/or e-mail answering inquiries related to department services, programs, and records; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs clients to the appropriate department, individual, or community resource for resolution.
3. Recruits, trains, and monitors all court-appointed volunteers; assigns volunteers to cases and assists them with investigations and report writing; responsible for the oversight, and possible completion of, case work by volunteers.
4. Prepares and administers the program's budget to ensure accurate accounting; researches grant sources, and prepares grants to assist in funding program activities; oversees grant funded programs including the preparation of reports.
5. Reviews court orders, monitors client compliance, and responds appropriately; reviews and approves various court-related documents and correspondence; researches related issues and provides testimony as required; attends all court hearings involving CASA cases.
6. Supervises assigned staff; prioritizes and reviews work to assure work quality and the effectiveness of service delivery and methods; provides or coordinates training programs for staff; assists with the selection and hiring of staff.
7. Serves as liaison to outside agencies on CASA program objectives including the Division of Family Services, Adoption Review Team of Northern Nevada, Austin's House, local foster care agencies, Douglas County Social Services, etc.
8. Promotes and represents CASA program services and activities in the community through public speaking engagements, media appearances, and community forums; provides community education about the CASA program.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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9. May supervise parental/child visitation periods to ensure the safety and well being of the children involved; may transport, or arrange transportation of, children as appropriate to approved shelters, homes, appointments with professionals (therapists, physicians, etc.), or other authorized locations as necessary.
10. Prepares a variety of general correspondence, legal documents, reports, articles, newsletters, meeting minutes and/or agendas, and instructions; maintains and monitors files, follows-up on due dates, and performs other monitoring functions to ensure timely completion of work; performs a variety of other clerical duties including data entry, scheduling appointments, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents, and other related tasks; may drive a personal or county motor vehicle in order to attend meetings, conferences, or other training opportunities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma, or equivalent, and three (3) years experience in a child advocacy setting or social work including program management; completion of college coursework in social work, social sciences or psychology, or other closely related field; or an equivalent combination of education and experience that would provide the required knowledge, skills, and abilities. Associates Degree in Child Development, Psychology, Education, or Social Work preferred.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of program management and administrative principles; principles of team development and work group practices; principles of child advocacy, casework practices and best practice standards; court procedures and practices; community resources and referrals; principles of child development, family dynamics, and child welfare issues; crisis intervention and problem solving techniques; principles of budget development and administration; principles and practices of employee supervision, including selection, work planning, organization, performance review and

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evaluation, and employee training; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds; domestic violence, sexual abuse, substance abuse issues.

Ability to demonstrate effective interpersonal relationships in bringing people together to solve problems; compile and summarize information and prepare periodic or special reports; dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

Skills in planning, organizing, supervising, reviewing and evaluating the work of others including volunteers; training others in policies and procedures related to the work; interpreting, applying, explaining, and monitoring compliance with court and legal rules, processes, procedures, Federal mandates, and state statutes related to child advocacy issues; applying initiative and independent judgment in problem solving and policy guidelines; coordinating multiple activities and meeting critical deadlines.

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; must be capable of traveling to and from various work locations on a frequent basis to attend meetings and/or transport clients.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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