

**Southeast Nebraska Court Appointed Special Advocates  
Program Specialist Gage County  
Job Description**

**General Summary**

The Program Specialist is responsible to the Executive Director. The Program Specialist will coordinate with all CASA Volunteer Advocates, the Executive Director, and the Court. The Program Specialist will devote 60% of their time working closely with the CASA Volunteer Advocates to assist them with their cases, their needs, and monitor their progress. The Program Specialist will also spend time recruiting and training CASA Volunteer Advocates. The other 40% of the Program Specialist time will be spent fundraising and marketing for the entire Southeast Nebraska CASA organization.

**Principal Responsibilities**

**Volunteer Supervision (30% of time)**

- Supervise up to 30 CASA Volunteer Advocates.
- Provide Volunteer support for active Volunteers by remaining accessible to them and consulting with them regularly about their cases.
- Provide on-going training sessions and educational opportunities to all Volunteers.
- Maintain contact with in-active Volunteers.
- Monthly face-to-face contact with Volunteers for goal setting.
- Evaluate Volunteers performance as directed by policy.
- Directly recognize Volunteers on an individual basis as to program standards and recognize Volunteers annually as a group with the assistance of the Executive Director and Board of Directors.

**Case Administration (30% of time)**

- Review all cases referred to the program.
- Match accepted cases to appropriate Volunteer, according to the needs of the case, and special skills or knowledge of the Volunteer.
- Ensure the handling of necessary paperwork and judicial contacts for CASA Volunteer appointments and resignations.
- Ensure case files and reports to the court are accurate and up-to-date.
- Notify all program partners of specific case information as needed.
- Ensure adequate case coverage during absence of Volunteer or during process of case re-assignment.
- Enter all information about each case and hearing into CASA Manager database.
- Keep all records up-to-date in CASA Manager.
- Proof, make suggestions and approve all CASA reports to the court and ensure that they are filed and distributed in a timely manner.
- Accompany Volunteers to court and monitor unassigned cases.
- Accompany the Volunteer with visits if requested by CASA Volunteer.
- Promptly inform CASA Executive Director regarding case or volunteer issues.
- Assist in resolution of any concerns of CASA Volunteers, court staff, HHS personnel, clients and other professionals.

**Public Relations & Marketing (15% of time)**

Work to increase the public awareness of the CASA program in all counties we serve.

Manage requests for information about becoming a CASA Volunteer and manage the disbursement of volunteer applications.

Represent and endorse the program within the community of child welfare professionals and the local community at large.

Assist with programs and projects as assigned by the Executive Director.

**Fundraising (15% of the time)**

Organize at a minimum 1 fundraiser in each of the counties we serve.

Organize on-line fundraising campaigns throughout the year.

Assist with program and projects as assigned by the Executive Director.

**Qualifications:**

- Bachelor's degree or equivalent work experience in human services, non-profit or other related work or volunteer experience.
- Proficient in Microsoft Office and possess strong computer skills.
- Proven history in marketing and fundraising.
- Effective communication and organization skills.
- Self-motivated.
- Able to work evenings/weekends when necessary.
- Able to communicate effectively in a large group.