



Nebraska CASA Association

Training Coordinator Job Description

General Description:

Nebraska CASA Association is a membership organization of 21 local Court Appointed Special Advocate (CASA) programs serving 38 Nebraska counties. CASA programs recruit, screen, train, and support volunteers who are assigned by judges to be the voice of abused and neglected children. CASA volunteers are provided 30 hours of training prior to swearing in as a “friend of the court.” Twelve annual hours of ongoing education are also required for CASA volunteers.

Volunteers spend time with children who have been removed from their homes and placed in foster care due to abuse and neglect. CASA volunteers also work with those involved in the child(ren)’s lives including parents, foster parents, other relatives, school personnel, caseworkers, attorneys, and others. This 30 hour per week position provides ongoing communication, training, and technical assistance to local CASA program staff. The position facilitates Training of Trainers for new CASA volunteer training curriculum as needed. The position provides assistance and coordination for local program continuing education of volunteers and coordinates an annual statewide CASA volunteer and staff conference.

Reporting:

Reports to the Executive Director.

Qualifications:

1. Bachelor’s Degree or equivalent experience required.
2. Prefer experience with training nonprofit professionals.
3. Commitment to the Nebraska CASA Association goals and mission.
4. Understanding of the system of care that places children in Foster Care and the steps involved in dependency court cases.
5. A strong commitment to diversity and inclusion and able to demonstrate a high level of intercultural competence.
6. Understand and value individuals from all identities and backgrounds including race, ethnicity, socio-economic status, gender and sexuality spectrums, religious identity, ability levels, differences in skills sets, perspectives, experiences, and knowledge--among other differences.

Responsibilities:

1. Provide local CASA program staff training of trainers seminars for CASA new volunteers.
2. Facilitate the statewide annual CASA conference.
3. Develop a communications plan for communication with local CASA training staff.
4. Measure the effectiveness and satisfaction of training.
5. Provide technical assistance statewide to local CASA program staff on training issues.

Physical Demands

1. Ability to perform duties generally expected in an office environment, operating a computer, including use of Word and PowerPoint; telephone, printer, scanner, and other equipment typically found in an office environment, with or without reasonable accommodation.
2. Ability to drive a car for short and long distances.

3. Ability to perform other physical duties typically encountered in an office and training environment and while traveling throughout the State of Nebraska, with or without reasonable accommodation.

Position

1. 30 hours per week. Flexible hours.
2. Must be willing to work some evenings and weekends.
3. Travel in the state of Nebraska required.
4. Flexibility in office location within 38 county service area and ability to work from home optional.
5. Office may be located in any of the Nebraska CASA service areas. Please visit [http://www.nebraskacasa.org/who we are/what we do/programs services.html](http://www.nebraskacasa.org/who_we_are/what_we_do/programs_services.html) for a list and map of the service area.
6. Position dependent upon grant funding.

NOTICE OF NONDISCRIMINATION

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