



State Program Services Director Job Announcement

Position: State Program Services Director
Classification: Full-Time, Exempt

Reports to: Executive Director
Salary: \$65,000 annually

Our Purpose (what's our role?): To strengthen and expand a statewide network of Court Appointed Special Advocates (CASA) programs that empower volunteers who advocate for the best interests of abused and neglected children in Nevada.

Our Vision (when would our work at the state organization be done?): Every judicial district in Nevada has a sustainable program providing high-quality advocacy for all children in Nevada's child welfare system.

Our Mission (how do we achieve the above vision?): Nevada CASA Association champions the needs of abused and neglected children by supporting and expanding the capacity of local CASA programs across the state.

COMMITMENT TO EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Nevada CASA Association is an equal opportunity employer and has a ZERO TOLERANCE policy against discrimination with regard to race, color, national origin, religion, gender, age, disability, military service, sexual orientation, marital status, or any other basis prohibited by Federal or state law. Applicants will be considered for any position applied for without regard to race, color, national origin, religion, gender, age, disability, military service, sexual orientation, marital status, or any other basis prohibited by federal or state law. The organization ensures that all personnel and applicants are given equal opportunities in all aspects of employment including, but not limited to, hiring, training and development, transfer, promotion and compensation. Employment decisions at Nevada CASA will be based on merit, qualifications, and abilities.

The organization's board and management leadership are fully committed to this concept and all personnel are expected to actively participate in its implementation. Additionally, and in accordance with the Americans with Disabilities Act (ADA), Nevada CASA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the organization. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

POSTION OVERVIEW

This position will support the vital work of Nevada CASA Association as it champions the needs of abused and neglected children in our state. The State Program Services Director will work with local programs to increase their volunteer recruitment and retention efforts as well as ensure their compliance with the National CASA/GAL local program standards. Based on the recruitment of new volunteers at the local level, the State Program Services Director will be responsible for planning, coordinating, and conducting National CASA/GAL approved Pre-Service Volunteer Trainings and the Training of Facilitators (TOF) as required by local programs. Additionally, the State Program Services Director will work with local programs to provide continuing education hours for their volunteers in accordance with NRS432.505.

The State Program Services Director will work with the state organization's program committee and local program directors to develop additional opportunities, partnerships, and strategies to increase local program's capacity to serve more children.

The State Program Services Director must be able to work independently with minimal supervision. The individual filling this position may be located anywhere within the state of Nevada (remote workplace) but the position will require occasional travel throughout the state for trainings, to provide technical support, and/or attend conferences. Work hours will vary and may include occasional nights and weekends depending on the needs of the organization.

DUTIES AND RESPONSIBILITIES

Program Services and Development

- Serve as a liaison between the State Association, local programs, and state and regional social services organizations to ensure children who are assigned a CASA volunteer have the best voice at the table.
- Work with and provide technical assistance to local programs to ensure compliance with the National CASA/GAL Local Program Standards and pass-through funding requirements.
- Develop procedures and protocols for the State Association's role in training of new local volunteers.
- Establish a network for sharing resources, procedures, and policies within the state network.
- Provide support and resources to local programs to maintain their knowledge and compliance of National CASA/GAL Local Program Standards.
- Provide support, guidance, and resources to jurisdictions that have interest in or are developing a new CASA program.
- Provide ongoing technical assistance with reporting, communication tools, and data collection (Optima) for established CASA programs.
- Provide assistance and feedback to local programs in the development of their annual goals.
- Coordinate and participate in annual quality assurance site visits with local programs.

Training

- Plan, coordinate, and conduct National CASA/GAL approved Pre-Service Volunteer Trainings, virtually or in-person, for new volunteers.
- Work with local program directors to develop an annual calendar of continuing education offerings for volunteer advocates in accordance with NRS432B.505.
- Facilitate National CASA/GAL Training of Facilitator (TOF) curriculum within the state.
- Assist with organizational training needs to provide in-person or virtual learning opportunities for all volunteers and staff throughout the state.
- Oversee planning and execution of annual state conference in conjunction with the State Executive Director and State Conference Planning Committee.

Financial Management

- Assist with development of annual agency budget.
- Track expenditures and adherence to any requirements set forth by grantors.

Meetings, Affiliations and Organizations

- Attend state board meetings and provide appropriate reports as requested.
- Attend local network meetings and events as invited.
- Attend and participate in statewide meetings that further the interest of Nevada CASA and those served, including accepting appointments to or serving as an alternate for the State Executive Director on state-wide committees and task forces.
- Work cooperatively with the Courts, Division of Child and Family Services, Clark County Department of Family Services, Washoe County Human Services Agency, and other statewide

partners and representatives.

General

- Keep the State Executive Director informed of policy or organizational concerns as they arise.
- Provide direction for the development of improved methods, systems, procedures, policies, and techniques to more effectively operate the organization, and provide a greater level of service to the state network.
- Develop, implement, and monitor annual goals in consultation with State Executive Director and Board of Directors.
- Assist with postings and monitoring of Association's social media outlets.
- Interview, supervise, and train college-level student interns.
- Performs other duties that may be required or assigned by the State Director.

REQUIREMENTS

- At minimum, a Bachelor's Degree, Masters preferred, in social service-related field, or the equivalent combination of education and experience.
- Knowledge and appreciation of the work of CASA and the urban and rural communities where local programs are located.
- Knowledge and passionate about the issues facing victims of child abuse and neglect and the foster care system. Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect.
- Completion of National CASA/GAL's Pre-service Volunteer Training and Training of Facilitator (TOF) a plus. If not, this training must be successfully completed within six-months of hire.
- Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex project environments, prepare responses/narrative quickly and clearly and use personal initiative.
- The ability to communicate with and empower local program staff and volunteers and to be effective in their roles. Able to work cooperatively with different types of personalities.
- Must possess strong decision-making and time management skills; ability to manage varied and multiple tasks; interpersonal skills and ability to communicate with diverse populations. Must have exceptional grammar, writing, spelling and proofreading skills. Team player. Must be highly organized and detail conscious.
- Proficient in typing, computer usage, and in Microsoft Office Suite, cloud file sharing programs such as Dropbox or Google Docs. Experience with Optima a plus.
- Ability to work independently and remotely as needed. As required, individual must be willing and able to work varied hours and days (including early mornings, evenings, and weekends).
- Must be able to lift and move promotional displays, items for special events and various meetings as required.
- Ability to think creatively and make the most of limited resources.
- Must be able to withstand prolonged periods of sitting at a desk and working on a computer.
- Pre-employment finger printing and criminal background checks are required.
- Possess a valid driver's license and maintain appropriate vehicle insurance.

Application details

Interested individuals should submit their resume and a cover letter outlining your qualifications and passion for CASA to Jane Saint, Nevada CASA Association, State Executive Director, jsaint@nvcasa.org, with the subject line of Admin Position. This posting will remain open until filled but interviews will begin March 20, 2023.