

CASA for Kids, Inc. Flathead County

FOCUS PROGRAM MANAGER JOB DESCRIPTION

SUMMARY

The FOCUS Program Manager helps CASA fulfill its mission by providing professional staff support to the CASA program, specifically for youth within the foster care and/or court system aged 12-18.

We are seeking a team and mission-oriented individual who has a genuine desire to empower youth to thrive and become healthy adults. The ideal candidate possesses excellent communication skills including flexibility in communicating across platforms and with a diverse population. Candidates will need to be independently motivated, be comfortable working with youth, and be creative in program planning and networking. Candidates will be working closely with youth, volunteers, and community members; possessing interpersonal skills and professionalism is a necessity. The FOCUS Manager is hired by and reports directly to the Executive Director. CASA operates as a team with both shared and individual responsibilities.

RESPONSIBILITIES

General Duties

1. Responsible for general clerical duties.
2. Courteously, empathetically and professionally receive incoming telephone calls and visitors to the office.
3. Participate in staff and team meetings.
4. Support the Child Advocacy Team with recruitment and training tasks, as needed.
5. Other duties as assigned by the Executive Director.

FOCUS Program Manager Duties

1. Attend court hearings and engage age-eligible youth at time of entry into child welfare system to introduce them to the program.
2. Meet with individual youth to determine goals and assist youth with accessing community resources to meet set goals.
3. Engage CASA Advocates in the FOCUS program in conjunction with their youth to improve Advocate-youth relationship.
4. Create and maintain community partner relationships to provide support to the CASA/FOCUS program.
5. Create, plan and execute biweekly programming aimed at developing youth outcomes in areas of education, connection, and transition. Programming needs to be appropriate and meet the needs of the age range of FOCUS eligible youth, ages 12-18.
6. Using a tickler system, send out reminders and touch base monthly with Youth and their Advocates as well as Guardians/Parents/Custodians about regularly scheduled meetings and events.
7. Assist Advocacy Program Manager in maintaining OPTIMA database, inputting new case/child/advocate information including demographic, training and contact logs as needed.
8. Provide Executive Director and Board of Trustees with monthly updates.
9. Other duties as assigned by the Executive Director.

QUALIFICATIONS

- Commitment to CASA's goals and mission and a passion for the health and well-being of children.
- Ability to maintain strict confidentiality requirements according to program protocols
- Successful completion of all background checks.
- Within 1 year of hiring, complete CASA Training
- Proficient in MS Office (particularly Word, Outlook and Excel). Familiarity with Social Media preferred.
- Excellent communication skills.
- Attention to detail.
- High School or HiSet completion required.
- Prior administrative experience required.
- Ability to interact positively with a diverse population, advocates, and board members.
- Ability to maintain files and record keeping systems.
- Ability to work cooperatively and flexibly as part of a team, filling various roles as needed for the good of the project and organization.