

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Supervisor, CASA Programs

Job Code: 8510

Pay Grade: 61

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under the direction of the Children & Family Services Division Director and the Director of Juvenile Court Services, responsibilities include the management, development, coordination, and growth of the Court Appointed Special Advocate (CASA) Programs.

ESSENTIAL FUNCTIONS:

- Facilitates and maintains effective working relationships with the State of Arizona CASA Program and county CASA Programs, attends administrative meetings, serves on committees, or participates in additional projects or assignments as appropriate.
- Ensures accuracy and timely submission of reports, assessments, documentation, or other requests required by the State of Arizona CASA Program and/or the National CASA Association.
- Develops, monitors, approves of expenditures/invoices and evaluates program budgets.
- Collaborates with division directors, court administration, and grant writer to identify grants and funding opportunities for respective programs.
- Coordinates all employment related activities, such as preparing position descriptions, working with human resources on interview questions, schedules and on identifying new hires for court employment.
- Identifies program development requirements, establishing goals and creating/implementing strategic plans.
- Develops, implements, and administers program policies and procedures, ensuring standardization, uniformity, and compliance with Juvenile Court and Administrative Office of the Courts (AOC) mandates.
- Conducts regular reviews of operations, policies, and training manuals, updating them as necessary.
- Evaluates data management systems, equipment, and software, recommending modifications and/or enhancements as required.
- Compiles or receives program statistics and activity reports, providing analysis and evaluating program effectiveness and efficiency.
- Ensures comprehensive training for new employees and completes performance planning and evaluations for program staff.

- Facilitates staff development and ensures the staff achieves COJET training requirement compliance.
- Initiates and maintains effective working relationships with internal court customers and external community partners, including participation in Model Court, CASA Support Council, Community Advisory Board (CAB), and other relevant parties.
- Identifies, initiates, and coordinates marketing, public relations, community outreach, and media opportunities.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Develops or collaborates on the development of brochures, flyers, or other promotional materials.
- Maintains awareness of current issues in the CASA field and attends professional conferences as appropriate.
- May act on behalf of the Division Director for Child/Family Services as requested.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of principles and practices of public sector administration, court practices and procedures, and laws, rules, regulations, and standards relevant to volunteer services and CASA Programs.
- Must have knowledge of juvenile justice system (dependency and delinquency) and issues of child abuse and neglect.
- Must have knowledge of desktop computers, Microsoft Windows Office software and the use of the Internet.
- Must have skills in public relations, marketing, event planning, training, adult education, community outreach, problem-solving and conflict resolution.
- Must have strong skills in prioritizing, organizing, researching, compiling data, reporting information effectively, and maintaining confidential information.
- Must have the ability to communicate and work successfully with a large variety of court employees, representatives from external agencies and socially, economically, and culturally diverse persons in the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree in social science, psychology, human resources management, education or a related field and five years of professional experience interacting with people to coordinate and plan activities and supervise and/or direct people to accomplish planned activities. One year of the five years of experience may include work as a volunteer and/or coordinating a volunteer program. OR any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at time of appointment. Completion of a Pima County Defensive Driving Training course is required after appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment of up to 20 lbs or less. Must be willing to work evenings/weekends as required and travel periodically.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Division Director, Children & Family Services and the Director of Juvenile Court Services. The incumbent performs duties under limited supervision and has direct supervisory responsibilities for a staff of CASA Coordinators.

Date: 09/01/07

Revised: 11/14/07; 01/05/09, 6/12/09; 04/20/10