

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

CASA MANAGER

Supervisor: Associate Director - Operations

Classification: Coordinator IV

Exempt Status: Exempt

Terms of Employment:

Job Goal: To assist the CASA (Court Appointed Special Advocates) program of Umatilla County in the recruitment training and assigning of volunteers to children participating in CASA.

Responsibilities:

1. Coordinate and implement a CASA volunteer program
 - a. Develop and implement an CASA public relations plan to recruit volunteers.
 - b. Provide training to CASA staff on the use of volunteers within the agency.
 - c. Monitor and provide technical assistance to site supervisors/center teams on volunteer activities.
 - f. Provide CASA training on an as needed basis

Qualifications:

1. Experience in recruitment of volunteers, training volunteers and the assignment of volunteers to children as advocates.
2. The ability to present information to small and large groups.
2. Current physical examination and TB screen documentation upon hire
3. Current CPR/FA cards
4. Adequate means of transportation
5. Previous Head Start or early childhood experience (preferred)
6. Community service experience (preferred)
7. Ability to coordinate and/or conduct training sessions (preferred)
8. Multi cultural experience (preferred)

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
9. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
10. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer