

CASA Kendall County is seeking a Program Manager to join our team. The Program Manager is responsible for providing support, oversight and guidance to the Advocacy Staff and CASA Volunteers, ensuring that children involved with the CASA program receive sound advocacy and proactive permanency planning. This primarily involves the direct supervision of Advocacy Staff & Volunteer Advocates, the coordination of cases, the continuing education & development of existing staff and the screening & training of new advocates.

Duties & Responsibilities:

- Provide supervision, coaching, support and motivation of Advocate Supervisors to ensure compliance with case management.
 - Upon assignment of new cases, research & prepare case files and assign case to Advocate & Advocate Supervisor. Oversee caseload of Advocate Supervisors to ensure manageable work load, making assignment changes as needed.
 - Act as the main point-of-contact for CASA Kendall County regarding court activities. This includes contacts with the Child Welfare Agencies, Kendall County State's Attorney staff, CASA Attorney, and other legal staff/attorneys.
 - Ensure all reports submitted to the court are complete, concise and effectively communicate the case details and the recommendations of the Volunteer Advocate & CASA Kendall County.
 - Schedule & conduct New Advocate Training sessions as required by, and within the guidelines of, National CASA Standards.
 - Submit background checks for new Volunteer Advocates, Staff and Board Members and ensure background checks are completed on an ongoing basis, as required.
 - Create/organize, schedule & facilitate all in-service training programs and ensure compliance with continuing education requirements for all Volunteer Advocates.
 - Maintain court date calendar and attend court hearings, as needed.
 - Maintain positive effective working relationships with all collaborative partners.
 - Communicate notifications of scheduled Administrative Case Reviews to appropriate Advocate Supervisor.
 - Perform the duties of Advocate Supervisor in the absence of such, and on a minimal number of assigned cases.
 - Produce all advocacy-related reports, as requested by Executive Director.
 - Attend all Advocate recruiting & Fundraising events.
- The successful candidate should possess the following:

Education & Experience:

- High school diploma or GED, required.

- Bachelor's degree in social work, psychology, sociology, criminal justice or related field preferred.
- 3-5 year of experience in related role in the child welfare system required.
- Must have experience dealing with issues and dynamics within families in crisis relating to child abuse and neglect.
- 1-2 years supervisory experience in related field, preferred.
- Experience creating and conducting training, preferred.

Skills & Abilities:

- Ability to lead and motivate staff and foster a culture of teamwork and support.
- Must maintain an ongoing, up-to-date knowledge of child welfare judicial processes, National CASA Standards.
- Working knowledge of Google drive, Microsoft products, social media & email required. Additional experience with databases and other software applications, a plus.
- Must demonstrate professionalism and the ability to interact positively with all stakeholders.
- Must have an understanding of the importance of proper handling of confidential information.
- Excellent writing, editing and organizational skills, required.
- Must have the ability to pass a criminal background check.
- A valid driver's license and reliable transportation, required.

**Interested candidates should submit their resume to
shamman@kendallcountyil.gov**

Applications will be accepted through June 21, 2024

Job Type: Full-time

Pay: From \$45,000.00 per year