



A Kid's Place

CASA Program and Child Advocacy Center

2540 11th Avenue Greeley, CO 80631

970-353-5970 FAX 970-353-9577

TITLE: Program Coordinator

JOB SUMMARY: To provide supervision of the CASA Program and the Child Advocacy Center to ensure overall quality and effectiveness of programs. Responsible for program personnel and program management, monitors program goals and objectives, funding requirements, data collection and training. Compiles status reports, evaluates and provides program outcomes and is a community liaison relating to programs.

RESPONSIBILITIES:

General

- Participates in Operational Planning for each designated program.
- Responsible for grant narrative reports and statistics for designated program grants.
- Coordination of professional training at A Kid's Place. Assist in training all volunteers and interns at A Kid's Place.
- Serves on select community committees.
- Implementation of systems to monitor progress and effectiveness of programs.
- Oversight of program case-tracking databases at all times. Maintaining organized case intake, and program filing systems.
- Presents at public speaking events as needed.

Child Advocacy Center

- Management of day-to-day operations of the CAC (Children's Advocacy Centers) program in Greeley and Frederick. This includes: supervision and oversight of program staff, program areas and needs, staffing of forensic interviews, scheduling of medical exams.
- Builds and maintains positive working relationships with the Multi Disciplinary Team.
- Organization and leading of the Case Review Process.
- Tracking and follow through of Program Standards as designated through the National Children's Alliance Accreditation Process.

CASA Program

- Management of operations of the CASA Program. This includes supervision and oversight of program staff, and monitoring progress and effectiveness of volunteer case management.
- Leads the process of case assignment and participates in case planning.
- Oversees and assists with volunteer recruitment, screening and training.
- Tracking and maintenance of Program standards as designated through National CASA.
- Development and maintenance of working relationships with professionals in the child abuse intervention field, facilitating collaborative efforts between CASA, Department of Human Services, Courts, other agencies and case professionals.

QUALIFICATIONS:

1. Bachelor's degree in human services or related field. Masters preferred.
2. Must be a self-starter and have demonstrated success working in a deadline driven environment.
3. Must have the ability to create and supervise case plans with integrated knowledge of multiple child abuse intervention services, systems, disciplines, professionals, and agencies.
4. Requires advanced leadership, coaching and teambuilding skills and experience. Must understand and have the ability to implement staff and volunteer management principles, policies and procedures.
5. Highly developed skills in advocacy, negotiation, analysis, and project management. Requires attention to detail and excellent follow-through.
6. Must have excellent written, verbal and computer skills.
7. Must have ability to work on assignments that are complex in nature, where considerable judgment and initiative are required in resolving problems and making recommendations.
8. Must complete a criminal background investigation.
9. Must ensure strict confidentiality of agency and client information.

Work Schedule: This is a 32 hour per week exempt position.
Monday –Friday (some evenings & weekends required)
Hours may be adjusted based upon program need.

Salary: \$29,000 per year with ability to earn more in 6 months with successful job implementation.
No benefits at this time.

Application deadline is August 10, 2011.

Send resume, cover letter and references to:
Gwen Schooley, M.A. Executive Director
A Kid's Place 2540 11th Avenue Greeley, CO 80631
director@akidsplace.org
No phone calls please.