



PORTAGE COUNTY Court of Common Pleas Probate/Juvenile Division

JOB OPPORTUNITY

Portage County is an Equal
Opportunity Employer (EOE)

Position: CASA of Portage County Executive Director

Location: 209 S. Chestnut St., Ste. 203
Ravenna, OH 44266

Classification: Unclassified / Exempt
Serving at the pleasure of the Judge

Reports to: Court Administrator

Salary Range: \$70,000+ commensurate with
qualifications and experience

Deadline to Apply: Applications will be accepted
until position is filled

POSITION SUMMARY

The CASA Executive Director provides strategic and operational leadership for the Court's CASA Program, advancing its mission to advocate for the best interests of children involved in the child welfare system. The Executive Director is responsible for the day-to-day management and continued growth of the program, with a primary focus on expanding the availability, quality, and effectiveness of CASA advocacy services.

The Executive Director oversees program operations; staff and volunteer recruitment, development, and support; community partnerships and outreach; and compliance with applicable CASA standards. Working collaboratively with Court leadership, staff, volunteers, and community partners, the Executive Director strengthens and expands the CASA Program to provide high-quality advocacy to more children throughout Portage County.

JOB DUTIES AND KEY RESPONSIBILITIES

- Provide leadership and direction for the CASA Program consistent with the mission, policies, and expectations of the Portage County Juvenile Court and applicable Ohio CASA and National CASA standards.
- Oversee the day-to-day operations of the CASA Program, including program planning, case management practices, recordkeeping, reporting, and compliance.
- Establish and monitor program goals and priorities, with an emphasis on expanding the program's capacity to provide high-quality advocacy services to children involved with the Juvenile Court.
- Recruit, hire, supervise, coach, and support CASA Program staff and promote ongoing staff development.
- Recruit, screen, and assess prospective CASA volunteers in accordance with applicable standards and requirements, including applications, interviews, reference checks, background checks, and other required screening processes.
- Oversee the assignment, supervision, support, and recognition of CASA volunteers; provide guidance on complex advocacy issues; and promote consistent, high-quality child-focused advocacy.
- Plan, coordinate, and conduct pre-service training for prospective CASA volunteers and continuing education for current volunteers.
- Monitor and assist volunteers in the preparation of Court reports and ensure reports are timely, complete, appropriately prepared, and distributed to required parties in accordance with applicable rules, standards, and Court practices.
- Maintain effective systems for tracking volunteer, case, training, and program information; maintain accurate records; and compile required statistics and reports.

JOB DUTIES AND KEY RESPONSIBILITIES CONT.

- Ensure ongoing compliance with applicable Ohio CASA and National CASA standards and Court policies and procedures, including the development, implementation, and maintenance of required program policies, procedures, forms, and practices.
- Maintain confidentiality and ensure the appropriate handling of confidential information involving children and families, staff, volunteers, Court personnel, and other professionals.
- Develop and maintain collaborative relationships with child welfare agencies, service providers, schools, community organizations, civic groups, and other partners serving children and families.
- Represent the CASA Program at Court and multi-disciplinary team meetings, community collaboratives, and other relevant meetings and events; conduct community outreach and public awareness efforts to support volunteer recruitment and program growth.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership, interpersonal, and relationship-building skills, with the ability to lead, develop, and motivate staff and volunteers and foster a positive and collaborative program culture.
- Excellent oral and written communication skills, including the ability to communicate professionally with diverse audiences and deliver effective public presentations.
- Knowledge of the juvenile court and child welfare systems, applicable Ohio laws and Court rules, and Ohio and National CASA standards, or the ability to acquire such knowledge.
- Strong critical thinking, problem-solving, and decision-making skills, with the ability to exercise sound judgment, work independently, manage competing responsibilities, and respond effectively in challenging or high-stress situations.
- Knowledge of community resources and the ability to develop effective partnerships with organizations and service providers serving children and families.
- Ability to collect, manage, analyze, and report program and case data accurately and effectively with proficiency in Microsoft Office applications and the ability to utilize CASA case- management and other technology systems.
- Ability to maintain confidentiality, exercise discretion, and maintain appropriate professional boundaries when handling sensitive information and situations.

QUALIFICATIONS

Required Qualifications:

- Bachelor's degree in social work, criminal justice, public administration, social sciences, or a related field.
- 3-5 years' experience in program management, volunteer management, child welfare, juvenile justice, human services, or a related field.
- Demonstrated leadership and supervisory experience, including experience managing staff, volunteers, or programs.
- Knowledge of the child welfare and juvenile court systems, or demonstrated experience working effectively with courts, child-serving agencies, and community partners.
- Ability to successfully complete required CASA training within the first three months of employment and National CASA Training of Facilitators within the first six months of employment.

Preferred Qualifications:

- Master's degree in social work, criminal justice, public administration, social sciences, or a related field.
- Previous experience with a CASA/GAL program or within the child welfare or juvenile court system.
- Experience leading or expanding a volunteer-based program.

WORKING CONDITIONS

- This is a full-time position generally working Monday through Friday; however, the work schedule is flexible and will vary based on program needs. The position requires frequent evening and occasional weekend hours for volunteer training, community events, presentations, and other CASA activities, with flexibility in the regular work schedule to accommodate these responsibilities.
- Work is performed primarily in an office and Court environment, with local and occasional out-of-area travel required for meetings, training, home visits, community outreach, and other CASA-related activities.

BENEFITS

- Participation in the Ohio Public Employee Retirement System (OPERS).
- Health insurance coverage available in accordance with the County's benefit plans.
- Paid vacation and other leave benefits in accordance with applicable Court policies and years of public service.

HOW TO APPLY

APPLY ONLINE AT:

<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>

Please submit a resume and cover letter when completing the online application.

Must be 21 years of age. Must have a valid Ohio operator's license and clean driving record.

Successful completion of background check, central registry check, and pre-employment drug screen.

This job description is illustrative of the types of duties typically performed in this position. It is not intended to be an exhaustive listing of each essential function of the job. The Court reserves the right to add, change, and/or delete essential functions from this position at any time.