



CASA of Oklahoma County Position Announcement

TITLE: Program Assistant

DATE: November 2017

CLASSIFICATION & STATUS: Non Exempt – Full Time

REPORTS TO: Program Manager

CASA of Oklahoma County recruits, trains, and supports volunteers who advocate for the best interests of abused and neglected children in the foster care system. These volunteers serve as advocates for children that are victims of abuse and neglect and provide these children a voice while their case is in the court system.

PRIMARY RESPONSIBILITY: The Program Assistant is responsible for the maintenance of CASA of Oklahoma County's volunteer and child database and case files. The Program Assistant will assist the Program Manager in ensuring compliance with program standards around volunteer and child file documentation requirements.

ESSENTIAL RESPONSIBILITIES & DUTIES:

1. Management of CASA of Oklahoma County's Optima database;
2. Responsible for obtaining required background checks on all volunteers and agency staff per program standards;
3. Management of all CASA volunteer files;
4. Performance of routine audits on child and volunteer files to ensure compliance with program standards;
5. Assistance with training of staff and volunteers in the usage of the Optima database system;
6. Creation of reports for funders documenting case and volunteer activity;
7. Creation and dissemination of annual program evaluations and surveys.

OTHER RESPONSIBILITIES

1. Additional duties as required

KNOWLEDGE, SKILLS, & EXPERIENCE

1. Education
 - a. Bachelor's degree in information systems or a related field required.
2. Minimum experience
 - a. Prior experience with database management required.
 - b. Prior training facilitation experience preferred.
 - c. Prior volunteer experience required.
 - d. Demonstrated integrity, honesty and ethical conduct.
 - e. Demonstrated passion for CASA's mission.
 - f. Clear criminal background is required.
3. Critical areas of qualifications include the following
 - a. Proven leadership ability
 - b. Excellent attention to detail
 - c. Excellent oral and written communication skills
 - d. Persistent and diplomatic
 - e. Self-starter with minimal guidance required
 - f. Highly organized
 - g. Ability to coach and empower a diversity of individuals
 - h. Able to work collaboratively in a team environment

APPLICATION PROCEDURE:

Interested applicants should submit a resume and cover letter to Jennie Hill, Executive Director at jhill@casaofokco.org by 5pm on Thursday December 14, 2017.

No phone calls please. CASA of Oklahoma County is an equal opportunity employer. For more information about CASA of Oklahoma County, please visit www.okcountycasa.org