



Job Title: Case Manager

General Hours of Work: *Full Time:* Monday – Friday (Days)

Exempt/Non-Exempt: Exempt

Reports To: Executive Director – Sioux Falls Area CASA

Revision/Review Date: November 2018

Summary: The Sioux Falls Area CASA Program is seeking a *full-time* Case Manager to work with our volunteer advocates who are the voice for abused and neglected children throughout their court proceedings. This individual must be able to promote the Mission and Vision of CASA by objectively and diligently representing the best interest of the children referred to us. If improving the lives of children who often are unheard and unseen matters to you, CASA would like to hear from you. This is a *full-time position* with some flexibility in scheduling.

Required Education and/or Experience:

- Bachelor’s degree in social services or related field or equivalent work experience.
- Awareness of adverse childhood experiences and how trauma impacts family dynamics.

Required Communication/Reasoning Skills:

- Ability to work objectively with community partners facilitating effective relationships resulting in sound advocacy for our abused and neglected children throughout their court proceedings.
- Ability to work with and be respectful of all people regardless of socioeconomic backgrounds, cultures, race, belief system, sexual orientation, disability and gender.
- Possess exceptional interpersonal skills.
- Ability to manage confidential information.
- Timeliness and accuracy in reporting case and volunteer data.
- Ability to communicate with, supervise and empower volunteers to be effective in their roles.
- Proficient computer skills with the ability to learn new software programs.
- Ability to organize and maintain statistical program data, files and record systems.

Responsibilities:

- Maintains confidentiality in all case matters.

- Assist with recruitment, coordinating and coaching of volunteers throughout their time with CASA helping to ensure a meaningful experience that generates volunteer retention.
- Provides assistance and consultation to volunteers as needed and when requested.
- Assists volunteers with writing their initial report to the court and all subsequent updates.
- Reads all assigned case files and case updates in order to maintain familiarity with the child/ren and the progress on their case.
- Assists with fundraising events and activities as requested by the Executive Director.
- Performs other duties as assigned by the Executive Director.

General Requirements:

- Pass an extensive background check including criminal history, central registry, etc.
- Maintain a valid driver license and auto liability insurance.
- Be available for flexible work hours; evenings and weekends if needed.
- Be able to travel occasionally.

CASA offers the following excellent benefits for this position:

- Health Insurance
- Paid Life Insurance
- Paid Time Off (Vacation/Sick)
- Ten Paid Holidays per year
- Simple IRA Company Match

This is a full-time position, approximately 40 hours per week. Office hours are Monday-Thursday 7:30am to 4:30pm; Friday 7:30am to Noon.

Review of applicants will begin immediately and continue until position is filled. Applicants should submit a resume, cover letter, a list of 3 references and salary requirements to: Stacey Tieszen, Executive Director, Sioux Falls Area CASA Program, PO Box 1901, Sioux Falls, SD 57101-1901; or via email to: stacey@siouxfallscasa.org.

The Sioux Falls Area CASA Program is an equal opportunity employer.

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