



JOB ANNOUNCEMENT

Position: Program Supervisor – City Center

Employee Type: Full Time, Non-Exempt

Salary: Inquire – Dependent on experience

Deadline: Open Until Filled

Organizational Mission

The mission of CASA of Fresno and Madera Counties is to recruit, train, and support volunteers to advocate and speak for the best interests of abused and neglected children in the foster care system.

Position Goal

Under general supervision, the Program Supervisor provides individual consultation to clients (current and/or former foster youth) ages 16 to 30 in conjunction with Fresno and Madera County services, non-profit organizations, and employing agencies. CASA may provide community resource information and/or referrals to outside agencies and other public health programs and assist with linking client(s) to resources as needed.

The Program Supervisor provides leadership and support to the following, but not limited to: Program Administrative Assistant, volunteers, and/or interns, ensuring they succeed in accomplishing their position goals and key areas of responsibility through accountability, support, and training. They will assist with key aspects of the Program Department including, but not limited to, training, oversight, data management, etc.

Key Responsibilities

Essential Duties and Responsibilities

- Hold goal-setting sessions with clients (academically and socially).
- Provide academic and vocational resources to clients.
- Support referred clients who may have social-emotional concerns.
- Support referred clients in the areas of personal, academic and career guidance.

- Participate in planning support programs for clients, when applicable.
- Demonstrate sensitivity to various cultural patterns in counseling sessions.
- Responsible for creating, updating, and maintaining case files.
- Provides liaison between program and community leaders and partners, facilitating communication between agencies and clients.
- Assist in and coordinate various programs including, but not limited to: One Fresno Youth Employment Program, higher education, vocational, housing, and/or food assistance.
- Establish a planning calendar for guidance programs.
- Provide a weekly report to Associate and Executive Directors.
- Coordinates and facilitates program meetings.
- Provide ongoing support to staff.
- Keep current information available on such matters as educational offerings of colleges, trade unions, employers, and technical schools; on current occupational opportunities; on college and admission requirements and scholarships; etc.
- Prepare and deliver oral presentations as requested; attend and participate in a wide variety of meetings, conferences and seminars.
- Prepare records and reports related to the program; prepare communications to clients, reports, referrals and related documents.
- Plan, prepare, and conduct individual and group formal and informal sessions.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain current knowledge of applicable laws, codes, rules, and regulations.
- Maintain personal boundaries with clients.
- Other duties as assigned.

Communication

1. Maintain regular communication with supervisor.
2. Maintain regular proactive communication with outside agencies through ongoing conversations to discuss case related issues, maintain current information on available resources in both Fresno and Madera counties, and build positive relationships.
3. Maintain regular communication with CASA assigned to a client.

Advanced Responsibilities

Program Supervisor will take on the following advanced responsibilities:

1. Develop, plan, and facilitate program trainings, workshops, individual, small, or large group meetings.
2. Lead staff meetings as necessary.
3. Assist in supervision of Program Administrative Assistant, volunteer, and/or interns.
4. Monitors monthly data collection necessary for grant funding and/or memorandums of understandings with outside agencies.
5. Completes any other duties as assigned by the Executive Director.

Administration

1. Maintain and update records and/or files.
2. Submit reports as required accurately and in a timely manner.
3. Provide weekly written progress reports to Associate and Executive Director.
4. Provide a monthly statistical report to Associate and Executive Director by the 10th of each month.
5. Other duties as assigned.

Desired Minimum Qualifications

To successfully perform the essential functions of this position, the incumbent must have the following:

- Bachelor's degree preferred in Psychology, Social Work, Counseling, Education, or related field.
- Minimum of two years' experience in a nonprofit, school setting, social service, or business organization, overseeing program activities and/or services.
- Communicate effectively both orally and in writing. Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- Knowledge and ability to use modern office equipment including a personal computer and various software packages.
- Ability to work independently, balancing diverse program tasks and needs, while exercising professional discretion and sound judgment.
- Ability to relate positively and with self-confidence and equanimity to social workers, resource parents, agency personnel, and clients.
- Ability to organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility to successfully build a new program.

- ☑Familiarity with local community resources and services.
- ☑The ability to communicate with a diverse group of people on a daily basis.
- ☑Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organization's policies.
- ☑Ability to supervise and train others.
- ☑Ability to work some flexible hours.
- ☑Possession of a valid California Driver License.
- ☑Ability to successfully pass a formal background check.

Working Conditions:

The duties of this position regularly require travel in Fresno and Madera Counties in your own personal vehicle. The position may occasionally require travel within the State of California. This position rarely requires strenuous activity. Occasional weekend and/or evening hours may be assigned as needed.

While performing the duties of this job, employees may regularly be required to: walk; climb stairs; talk or hear, both in person and by telephone; use hands to operate standard office equipment; reach with hands and arms; carry multiple items at one time; and lift up to 20 pounds. There may be prolonged periods of standing, sitting, and computer work. The duties of this position also require on-the-job driving.

Equipment:

This position functions in an office environment. It requires the use of general office equipment such as a personal computer, printer, copy machine, and telephone.

Duties described on the previous pages document the general nature and level of work, but are not intended to be a comprehensive list of all activities, duties, and responsibilities required of the employee in this position. Consequently, the employee in this position may be asked to perform other duties as required.

Applicants, please send a cover letter and resume to:

Angelica Romero, Finance and Operations Manager: careers@casafresnomadera.org

For more information about CASA of Fresno and Madera Counties, visit our website:

www.casafresnomadera.org

CASA of Fresno and Madera Counties is an equal-opportunity employer.

We are looking forward to hearing from you!