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| |  | | --- | | http://agency.governmentjobs.com/images/AgencyImages/KC_logo_transbg.gif | | Invites Applications for the Position of: | | **Dependency CASA Program Manager   Apply online at** [**http://www.kingcounty.gov/jobs**](http://www.kingcounty.gov/jobs) |   *King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.* |
| **OPENING DATE/TIME:** 06/30/11 12:00 AM (GMT -8:00)  **CLOSING DATE/TIME:** 07/20/11 04:30 PM (GMT -8:00)   |  | | --- | | **SALARY:** $71,062.56 - $90,012.96 Annually |   **LOCATION:** Jefferson Building – 1401 E Jefferson Street, Seattle  **JOB TYPE:** Regular, Full time, 35 hrs/week  **DEPARTMENT:** King County Superior Court  **JOB NUMBER:** 2011-01753  **SUMMARY:**  The responsibilities of this classification include the overall management of the Court Appointed Special Advocate (CASA) program. This program provides advocacy and investigation services for children who have allegedly been abused, neglected, or are at risk of harm. The position manages program specialists, staff attorneys and volunteers, and serves as liaison with the Friends of CASA Board. Management activities include planning, organizing, supervising and directing the services provided. This position interacts with all areas of Family Court.   **Who may apply**: This position is open to all qualified applicants.  **Work schedule:** This position is exempt from the Fair Labor Standards Act and is not overtime eligible. The workweek is normally Monday through Friday, 8:30 a.m. to 4:30 p.m.  **Work location**: This position works at both 1401 E. Jefferson St., Seattle, WA and the Norm Maleng Regional Justice Center, located at 401 4th Avenue N., Kent, WA. The incumbent may be required to work at other Superior Court locations.  **Additional materials required:** Please include a resume and cover letter describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the application with your relevant education and work experience. **Your application may be rejected as incomplete if you include information only on the cover letter or resume, or if you reference "see resume" on your application.**  **JOB DUTIES:**  The following duties are not intended to represent the entire functional capacity of the position at the task level.  Manage and oversee the CASA program. Determine program goals and objectives; develop policies and procedures needed to achieve the goals; determine and monitor case management, data, and records systems; conduct program evaluations. Oversee administration of the program’s budget, including monitoring and approving all expenditures.  Hire, train, coordinate, assign work to and evaluate the work of employees and volunteers; provide coaching, feedback, and corrective action if required. Routinely monitor and review work of all employees and volunteers.  Evaluate attorneys who provide representation for CASA volunteers in Superior Court hearings, trials, depositions, related motions and settlement conferences and who may note motions on behalf of CASA volunteers.  Provide case consultation to social work staff on difficult cases and assess risk to clients and staff.  Provide legal advice, consultation and training to CASAs and program staff. Provide technical guidance and direction to legal staff. Advise program staff and volunteers of new procedures, court decisions and statutes in a specialized area of law.  Establish working relationships with community and governmental agencies, and the general public. Identify and use community resources to support program operations and market program services in local and community media.  Represent the program in meetings and work groups, and responsible for developing recommendations to internal and external Superior Court work groups that further the goals of the program. Provide staff support to the Friends of CASA Board.  Lead legislative activity related to the program operations.  **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**  Law degree, active membership in good standing with the Washington Bar Association; five years of relevant trial and motion experience in either family law or dependency law; specifically domestic violence, substance abuse, child abuse/neglect, and mental health issues; and three years of supervisory experience. Experience in litigating, negotiating and training. Master's degree in social work, public administration or related field is desired.  Knowledge of trial and trial-preparation techniques; current case law, federal and state laws, court rules and rules of professional conduct applicable to dependency law Knowledge of rules, guidelines and practices for Guardians Ad Litem (GALs)/CASAs; family social work principles, issues of domestic violence, substance abuse, child abuse and neglect, and emotional/psychological disorders; court rules and procedures for post-decision relief; principles and practices of adult training. Working knowledge of court procedures and the court system. Working knowledge of community resources.   Able to communicate effectively both orally and in writing. Skill in working with diverse populations and/or emotional situations with cultural sensitivity. Able to maintain confidentiality on sensitive matters. Skill in dealing with volatile customers. Skill in **c**onducting mediation, evaluation, conciliation counseling, child advocacy, and investigations.  Able to analyze, organize and prioritize work; adapt to changes in work load demands; multi-task and follow through. Able to conduct research on a specific work assignment. Knowledge of ability to apply problem solving and conflict resolution techniques; able to develop solutions. Able to interpret legal terminology, court rules, and apply regulations, policies and procedures.   Must have valid Washington State driver's license or alternative means of traveling efficiently to various facilities. Must be an active member in good standing with the Washington State Bar Association.  **SUPPLEMENTAL INFORMATION:**  Finalists must successfully pass a criminal background check and reference check.  Application materials will be screened for qualifications and the most competitive candidates will be selected for interviews.   If you have questions regarding this position, please call King County Superior Court Human Resources at (206) 296-9355. |
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