

## **Job Description**

# **Bridges to Success Program Director**

### **Colonial CASA**

**POSITION DESCRIPTION:** The Bridges to Success Program Director is responsible for the facilitation of the Bridges to Success program, a subsidiary of Colonial CASA. The Program Director will be primarily responsible for providing individual, professional support to Bridges Mentors as well as CASA youth ages 14 to 18+ through relationship building, problem solving, capacity building and persistence. This position involves working with older youth in foster care to help them develop a comprehensive, holistic and measurable plan and to guide and support youth in their transition to self-sufficiency and living an independent, interdependent life. Working closely with CASA Supervisors and Volunteers the Program Director will ensure that our youth receive appropriate support and advocacy services.

The Program Director is responsible for coordination of training and the maintaining of client and Bridges to Success records and data. The Program Director works with staff to recruit Mentors, facilitate Bridges to Success training, and serves as a Mentor to a small number of Clients. The Program Director is a full-time, salaried, exempt position, and reports directly to the Executive Director.

#### **1. Job Responsibilities**

##### **A. Mentor Recruitment and Training**

1. Manage the recruitment and interviewing of community Mentors
2. Manage the onboarding and off boarding process for all mentors
3. Manage the mentor training sessions
4. Assist in the development of training materials and provide updates as needed

##### **B. Mentor Supervision**

1. Supervise up to 10 Mentors and manage Mentor assignments
2. Maintain monthly contact with each Mentor through retention of Monthly Monitoring Reports (MMRs)
3. Provide assistance and consultation as needed and when requested by the Mentor
4. Review Mentor reports and keep case files up to date and complete
5. Consult with appropriate DSS and/or DSS contractors regarding child/family needs and Mentor assignments
6. Conduct annual performance evaluations for assigned Mentors
7. Develop, track and participate in Mentor appreciation/retention activities

##### **C. Case Management**

1. Engage 15 to 20 CASA youth ages 14 to 18+ in the development of independent and interdependent living skills; participation in case planning; education; and the improvement of soft and hard life management skills
2. Set up and maintain up-to-date case files that record the work done and progress of each youth
3. Meet and/or contact youth at least bi-weekly
4. Assist young adults with educational planning, career planning, daily living skills, money management, and self-care
5. Assist youth in establishing significant, positive adult connections, advocate for services and ensure youth is linked to all other community resources available
6. Develop and maintain collaborative relationships with key members of the case management team to expand opportunities and support successful outcomes- including but not limited to Departments of Social Services, schools, foster care providers and community partners
7. Conduct Independent Living Assessments annually for the duration of the case and utilize them as the basis for a strength based conversation that actively engages the youth in the process of developing goals
8. In partnership with youth over age 16 and his/her team develop transition plans which should build upon earlier efforts

9. In partnership with youth age 17.25 and his/her team develop the 90 Day Transition plan which should build upon earlier efforts
10. Adhere to Colonial CASA's case management protocol.

**D. Grant writing and Fundraising**

1. Assist with comprehensive fundraising strategy for Bridges to Success program
2. Research, write and manage Bridges to Success Program grant opportunities
3. Assist with agency fundraising and outreach efforts as requested by the Executive Director
4. Assist with stewardship and cultivation events

**E. Program Activities**

1. Attend at least six hours of in-service training each year including conferences, workshops and other forms of continuing education
2. Maintain current applicable law and National CASA and DCJS Compliance standards
3. Maintain and keep current CASA Manager Database
4. Provide quarterly reports and statistics as requested
5. Enter outcome data into database
6. Other duties as assigned

**2. Qualifications**

- A. Bachelor's degree in education, counseling or a human service-related field or equivalent combination of education and experience demonstrating the required knowledge, skills and abilities to carry out the responsibilities of the CASA Coach/Mentor; Masters Degree preferred
- B. Experience in grant writing or direct fundraising preferred
- C. The ability to communicate with, engage and empower youth ages 14 to 18+ who have open DSS cases and who are being served by Colonial CASA;
- D. Excellent family engagement skills, crisis intervention skills, ability to work well under stressful situations, ability to set well-established boundaries, ability to be compassionate, yet firm and the ability to exercise sound judgment at all times;
- E. Demonstrated ability and success with developing positive and purposeful relationships with agencies, people and youth that lead to positive outcomes;
- F. The ability to work cooperatively with different types of personalities and individuals of diverse racial/economic/cultural backgrounds;
- G. Knowledge and understanding of issues and dynamics within families relating to child abuse and neglect; knowledge of child development; knowledge of the impact of trauma on children, youth and adults;
- H. Knowledge of the child welfare, education and/or court systems;
- I. Excellent oral and written communication skills that include well developed public speaking and presentation skills;
- J. Highly organized, self-motivated, team player;
- K. The ability to participate in and deliver training;
- L. Basic knowledge of computers and word processing;
- M. Commitment to Colonial CASA's mission and program goals; and
- N. Belief that all youth can succeed and that it is 'never too late' to help an individual change direction.

Resumes can be sent to [info@colonialcasa.org](mailto:info@colonialcasa.org).