

**LEHIGH COUNTY COURT OF COMMON PLEAS
THIRTY-FIRST JUDICIAL DISTRICT
CASA Director**

Summary: This is an administrative and supervisory position responsible for oversight of the Lehigh County Court-Appointed Special Advocates (CASA) Program. This position works under the administrative direction of the District Court Administrator, the Deputy Court Administrator, and the Administrative Judge for Juvenile Dependency.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Develop and adheres to office policies and procedures aligned with guidelines and standards as set forth by National CASA/GAL, CYAN PA, and the Lehigh County Court of Common Pleas.
- Prepare and complete statistical reports for the Court, National CASA/GAL and CYAN PA. Oversee and respond to internal and external audits of the Lehigh County CASA Program by National CASA/GAL and CYAN PA.
- Oversee the recruitment, screening, and interview process for prospective CASA volunteers.
- Directly supervise CASA volunteers, both those who are waiting for assignment and those who have been assigned as advocates for dependent children. Ensure all clearances are complete and current.
- Select and match trained CASA volunteers with dependent children.
- Assist CASA staff and CASA volunteers in determining the appropriate action on a case.
- Create, review, and edit reports from the CASA volunteers and disseminate final versions to the Court and attorneys.
- Accompany CASA volunteers to hearings. Conduct pre- and post-hearing meetings with CASA volunteers to strategize next steps on the case. Schedule and conduct debriefing interview with CASA volunteers at the termination of the dependency matter.
- Develop training program for prospective volunteers, consisting of approximately 50 hours of in-person and online training, for CASA staff and CASA volunteers in conjunction with National CASA/GAL and CYAN PA. Conduct ongoing in-service training for CASA staff and CASA volunteers as appropriate.
- Ensure a working Crisis Management Plan is in place that can be swiftly executed as needed.
- Participate in required meetings with National CASA/GAL, CYAN PA, Lehigh County Children's Roundtable, and other interagency groups, including other CASA programs, as needed.
- Conduct outreach with the public to promote Lehigh County CASA and engage in opportunities to recruit new volunteers.

- Foster positive working relationship with Court personnel, Office of Children and Youth Services, dependency attorneys, service providers, and other agencies involved in juvenile dependency matters.
- Perform other job-related duties as required or assigned.

Supervisory Responsibilities: The CASA Director has supervisory responsibility for 1 direct report.

Education/Experience:

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Experience in social work and intimate knowledge of the Dependency system within the Pennsylvania Courts may be substituted for education on a year-for-year basis.

Certificates, Licenses, Registrations:

- Must pass Criminal Background Check. Must pass Federal, State, Child Abuse, and National Sex Offender, and Mandated and Permissive Reporting clearance checks.

How to Apply:

- To apply for a position with the Court of Common Pleas of Lehigh County, complete the online Application for Employment with the County of Lehigh at [Job Listings - COUNTY OF LEHIGH PENNSYLVANIA Jobs](#).
- Cover letter and resume can also be emailed to Deputy Court Administrator Stephanie Szabo at stephanieszabo@lehighcounty.org.