



LAKE COUNTY GOVERNMENT CENTER  
2293 NORTH MAIN STREET  
CROWN POINT, IN 46307  
**(Internal / External)**

**Department:** Lake Superior Court - Juvenile  
3000 West 93<sup>rd</sup> Avenue  
Crown Point, IN 46307

**Position:** Lake County CASA Director

**Classification:** Full Time

**FLSA:** Exempt

Direct Reports: 20

Reports to: Chief Deputy

**Requirements: Juris Doctorate degree, admitted to practice law in the state of Indiana**

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**Purpose of Position/ Summary:**

This position shall be responsible for the day-to-day managerial operations of the Lake County CASA Program.

## **Essential Duties/Responsibilities:**

### **Program Development**

- Director shall review the stems of CASA service delivery in Lake County and develop procedures to move the system towards greater efficiency and effectiveness
- Provide high quality legal representation to the abused and neglected children of Lake County
- Work toward program expansion and improvement by facilitating the growth of the volunteer and professional staff
- Develop new systems for recruitment, training and service delivery
- Provide legal representation to the CASA program and to individual children
- Obtain and maintain certifications from the National CASA Association and/or State of Indiana
- Strive to operate the Lake County CASA Program in conformity with the guidelines of the National CASA Association and the State of Indiana
- Prepare reports for State and National CASA per guidelines and regulations.

### **Professional Staff Management**

- Director shall be responsible for the day to day managerial operations of the Lake County CASA Program
- Maintain a professional staff sufficient in number and training to provide services to the children of Lake County and the Lake Superior Court, Juvenile Division
- Responsible for time management and supervision for the professional staff
- Responsible for staff assignments consistent with the needs of the children and the Juvenile Court

### **Volunteer Management**

- Responsible for the recruitment, evaluation, training, and monitoring of the volunteer staff of the Lake County CASA Program by its Volunteer Recruitment Coordinator and other professional staff members
- Responsible for directing publicity and public awareness campaigns and other recruitment efforts in conjunction with the CASA Volunteer Recruitment Coordinator
- Supervise professional staff activities with the volunteers
- Responsible for supervision of CASA Volunteer Recruitment Coordinators and CASA Staff training and development of the volunteers, including the development and implementation of the 30 hours of service training, all in service training and special event training necessary to maintain a well-trained, competent volunteer component
- Responsible for complying with State and National CASA implementation for written training materials and the preparation and presentation of pre-service training curriculum

### **Administrative Staff Management**

- Responsible for the day to day administration of the Lake County CASA Program
- Maintain a clerical/bookkeeping staff and supervision of that staff
- Responsible for the purchasing and acquisitions necessary for the operations of the CASA program

### **Legal Representation**

- Provide legal assistance and counsel to the Lake County CASA Program, professional staff and volunteer staff
- Serve as attorney for both the professional and volunteer staff in their role as litigants and Court Appointed Advocates for Lake County children along with part time CASA attorneys

- In the appropriate cases, provide direct CASA representation to individual children
- Supervise all contested child in need of services cases and contested termination of parental rights cases and to litigate on behalf of the child in appropriate cases

### **Financial Development**

- Responsible for budget development and administration
- Prepare and present the necessary financial information to all funding sources, including the Lake County Counsel, the Indiana State CASA Program and the National CASA Association
- Maintain statistical and demographic information on the program activities, as required, by all funding sources and by the Court

### **KNOWLEDGE/SKILL:**

- Attorney licensed in the State of Indiana
- Ability to effectively supervise/direct others
- Child Development
- Family Crisis Management
- Computer Skills
- Excellent Communication Skills
- Knowledge of Juvenile Court law, practice, and procedures
- Knowledge of social service resources

**All Resumes and applications must be sent to the Human Resources Department of Lake County**

**Attn: Human Resources  
2293 North Main Street  
Crown Point, IN 46307**

**\*Application are located on the 3rd floor of Government Center in the Human Resources\***