



Position Information: Building Healthy Families Director of Operations & Wallowa County CASA/Every Child of Northeast Oregon Director

Supervised by: Building Healthy Families Executive Director/ Board of Directors

Supervises: Every Child NE Oregon Staff, Volunteer CASA workers, Staff as assigned by the Executive Director

Salary: \$24.00 hour

Classification: non-Exempt

Terms of Employment: Regular, Flexible Full-time (36+ hours/week). Benefited

To Apply: To apply, please submit a cover letter and resume to mweeer@oregonbhf.org.

Job Goal:

The Building Healthy Families Director of Operations assists the Executive Director and Finance Officer with the overall, day-to-day operations of Building Healthy Families, a family education and support non-profit located in Eastern Oregon.

The Wallowa County CASA Director provides professional staff support to CASA volunteers ensuring that children involved with the child welfare system receive sound advocacy. In addition, the CASA Director oversees Every Child of Northeast Oregon.

Essential Responsibilities:

- The Director of Operations will be responsible for a variety of tasks in the following areas
 - Human Resources
 - Staff Supervision
 - Policy Development
 - Grant Writing/Management
 - Satellite Office Operations
 - Overall Program Development/Management
 - Attend local, regional and state meetings on behalf of Building Healthy Families

- The Wallowa County CASA/Every Child NE Oregon Director is responsible for
 - Working with CASA Volunteers: recruiting, screening, training, financial reimbursements, and supporting with assistance and consultation
 - Working with the Court System and ODHS to develop case plans, attend hearings, track court dates, distribute Court Reports and maintain Case Files

- Represents CASA Program in the Community and promoting child abuse awareness throughout Wallowa County
- Develop and maintain effective working relationships with Juvenile Court Judges and clerk attorneys, Juvenile Department Director and staff, DHS managers and staff, District Attorney's office, Attorney General Office, Citizen Review Board, County Mental Health providers, and other agency and program directors and staff
- Recruit, support and recognize Foster Parents through Every Child NE Oregon initiatives
- Participate in the Oregon CASA and Every Child Oregon Directors network activities/meetings
- Complete and record all required paperwork, reporting and data needed to complete grant and national reports
- Assist the fiscal agent with the development of the annual budget and prepare and submit grant application and funding proposals as appropriate
- Ensure active fiscal, program, and governance compliance with National CASA and Oregon standards for CASA program certification

➤ Miscellaneous

- All other duties as may be assigned by Building Healthy Families Executive Director

Confidentiality:

Building Healthy Families employees are required to respect the confidentiality of all clients. Any records concerning specific clients are confidential. Any information passed on is considered violation of privacy and will be treated as a breach of confidentiality. This includes information about children or families, personnel issues, labor relations matters, including bargaining strategies and other program operations as appropriate. Refer to BHF Policies and Procedures manual for more information on confidentiality.

General Requirements:

- Employees of Building Healthy Families aspire to the following:
 - *A commitment to the agency's mission, vision and values*
 - *A commitment to equipping children and all who care for them for lifelong success*
 - *A commitment to excellence in everything we do*
 - *A commitment to positive performance and a welcoming culture*
 - *A commitment to outcomes, measured results and quality improvement*
 - *A commitment to innovation and to what is possible*
- Program Participation and Team Member
 - Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings and trainings
 - Be respectful, cooperative and reliable team member and participate in program activities
 - Project a professional work image, both in dress and manner
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Perform all work in compliance with BHF and CASA Standards of Conduct
- Adequate means of transportation
- And or and other duties deemed necessary by your supervisor

Education Requirements:

- Bachelor's degree in social service-related field, education, non-profit management or equivalent combination of education and experience.
- Prior experience in the field of education, non-profit management, child welfare/ child abuse strongly preferred

Experience and Skills Requirements:

- Exceptional leadership skills
- Excellent written and verbal skills
- Self-starter: ability to take on tasks with little direction and oversight
- The ability to communicate, supervise and empower staff and volunteers to be effective in their roles. Prior experience working with volunteers given preference
- The ability to work cooperatively with a variety of state and local agencies and service providers
- Knowledge and understanding of issues and dynamics with families in crisis relating to child abuse and neglect
- Commitment to Building Healthy Families' overall goals and mission
- Experience providing services to multi-cultural communities (preferred)
- Knowledge of basic computer skills including use of Microsoft Office (Word, Excel, Publisher and Power Point), email, and internet

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Travel in the car for long periods of time
- Frequently bend and kneel
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Make precise arm-hand positioning movements and maintain static arm –hand positions
- Make skillful, controlled manipulations of small objects
- Spend multiple hours per day on the computer and/or phone
- Perform regular sanitation of office and equipment which may require the use of broom, carpet sweeper and mop

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions

Work Environment/ Conditions:

- Requires working indoors in environmentally controlled conditions
- Requires exposure to cleaning fluids and sanitizing agents
- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participating in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry or Oregon Background check (depending on position)
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV record check will be conducted prior to hire.
- Desire to work with culturally and socioeconomically diverse population including children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

Building Healthy Families is an Equal Opportunity Employer