



# Canopy Center

Dane County CASA • Oasis • Parent to Child

July 2021

Dear Applicant:

Thank you for your interest in the position of CASA Program Director for the Canopy Center, Inc. Enclosed you will find information about the position as well as materials to be completed as part of your application.

A complete application must include the following items:

- Cover letter
- Résumé
- List of three professional references
- Completed application questions (see attached)
- Completed release statement (see attached)
- Completed federal reporting form (see attached)

Applications may be submitted to the following addresses (email or website upload preferred):

**Email**

[martia@canopycenter.org](mailto:martia@canopycenter.org)

**Website upload**

<https://canopycenter.org/how-to-help/careers.html> (near bottom of page)

**Mail**

Attn: Human Resources  
Canopy Center, Inc.  
2445 Darwin Rd., Suite 15  
Madison, WI 53704

The position will be posted until filled.

Sincerely,

Meaghan Henry,  
Executive Director

Enclosures

The Canopy Center is committed to continuously improving its environment to be one that is equitable and diverse. The Canopy Center celebrates the expression of individuality, intersectionality, and all identities among all staff and clients.

# CANOPY CENTER, INC. JOB ANNOUNCEMENT

## PROGRAM DIRECTOR (full time)



### AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.  
Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

### PROGRAM DESCRIPTION

The mission of Dane County CASA is to be an independent voice for abused and neglected children who are under the legal protection of the Dane County Court System. We do this by training, supporting and supervising community-based volunteers who advocate for these children in the community and in the courts with the goal of establishing them in safe, permanent homes as soon as possible. Each year, CASA infuses thousands of hours of volunteer work by supporting advocates who visit with their assigned child weekly. Achieving this mission requires that we maintain good working relationships between the Dane County Juvenile Courts, the Dane County Department of Human Services (DCDHS), and the Dane County CASA Program.

### POSITION SUMMARY

The Program Director oversees daily operations as it relates to cases, and volunteer and stakeholder relations; directly supervises all program staff; assists with grant proposals; ensures accurate data management; writes reports for funding sources; and acts as the point person and liaison between other program staff and the Executive Director. The program is provided through membership with National CASA which sets national standards that must be followed.

### QUALIFICATIONS

This position requires excellent communication skills; experience supervising volunteers and paid staff; knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect; experience and comfort level with public speaking as it pertains to facilitating training, appearing in court, and conducting presentations in the community; understanding of diversity and cultural competency; and flexibility and willingness to work some evening and weekend hours.

### DUTIES

#### Program Oversight

- Plan, organize, and oversee volunteer training sessions 2-3 times per year
- Organize continuing education and peer support opportunities for volunteer advocates
- May provide direct case coordination for up to 10 volunteers at a given time (see Case Coordinator position description)
- Lead coordination of CASA volunteer appreciation/recognition
- Ensure National standards and media campaign materials are being followed
- Administer written annual feedback forms or surveys for all CASA volunteers
- Identify program-related updates needed for the CASA and Canopy Center website
- Lead program improvements and initiatives, including sub-programming areas such as teen programming, 0-5, and educational advocacy
- Strive toward the goal of serving all Dane County children with Child in Need of Protection or services (CHIPS) orders.

#### National CASA

- Ensure compliance of all national standards
- Ensure the Dane County CASA program has a presence with National CASA on some level through membership on various committees or other opportunities

#### Statewide CASA

- Work in collaboration with other CASA programs in the state to provide mutual support

#### Reporting/Record Keeping

- Ensure CASA reports are submitted to the courts on a timely basis for all cases in the program; proofread all CASA reports for case coordinators
- Complete all reports to funders in collaboration with Executive Director
- Ensure maintenance of volunteer and case files as specified in CASA program policies
- Assist with grant applications in collaboration with Executive Director, as requested
- Maintain database with essential data collection for all required reports

#### Community Collaboration

- Conduct outreach to attorneys, social workers, judges, and community agencies who work with CASA
- Make presentations in the community to spread the word about CASA services to encourage potential volunteers
- Attend monthly juvenile judge's meetings

#### Supervision

- Responsible for orientation and guidance of all case coordinators and directly supervised interns
- Assignment of all new cases to volunteers and case coordinators
- Supervise and provide support to case coordinators and directly supervised interns in case management duties
- Manage volunteer list which outlines currently available volunteers and their case preferences.
- Conduct yearly evaluations of all direct reports
- Lead program staff meetings on a weekly or bi-weekly basis with full CASA staff to track initiatives within CASA programming and case management/case review
- Conduct case review meetings with individual case coordinators and interns as needed and monitor the tracking of all case data
- Monitor case progress and make necessary adjustments to caseload and case plans

#### Administration, Fundraising, Special Events

- Assist with special event planning, including volunteer involvement
- Assist with yearly program budget
- Assist with publicity efforts as assigned by the Executive Director
- Provide bi-monthly reports to the Board of Directors on CASA program

Other duties as assigned

### HOURS REQUIRED

40 hours per week, generally typical business hours. One evening per week required during volunteer training (7-week initial trainings 2-3 times per year and once monthly continuing education training). Potential evening hours when in-home family visits are scheduled. Availability as necessary nights and weekends by phone to support volunteers in rare cases when an urgent need arises.

### OTHER REQUIREMENTS

Bachelor or advanced degree in social service related or legal field; or equivalent combination of education and experience.

### PHYSICAL REQUIREMENTS

Ability to drive to courthouse and attend court hearings, and attend first-visits for children on caseload with volunteers.

Ability to lift up to 25 lbs.

### SALARY AND BENEFITS

\$52,000 - \$54,000 annually based on qualifications. Long-term disability and life insurance policy premiums paid in full by agency. A full Benefits Summary is included in the application packet.

### TO APPLY

Canopy Center is committed to continuously improving its environment to be one that is equitable and diverse. Canopy Center celebrates the expression of individuality, intersectionality, and all identities among all staff and clients.

Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact the Human Resources Manager at [maria@canopycenter.org](mailto:maria@canopycenter.org) to receive an application packet. Must return cover letter; resume; a list of three professional references; answers to application questions; completed release statement; and completed federal reporting form. Position will be posted until filled.

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# CANOPY CENTER, INC.

## Benefits Summary

**Health-Vision Insurance** Agency-sponsored policy available to all regular employees, 30 hours or more, with a premium paid 90% by the Agency for the single coverage. Employees wishing to add a spouse, domestic partner or dependent will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 11/18/14)*

**Dental Insurance** Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. Employee must choose a primary dentist from the Dentist Provider list. Diagnostic, preventative and restorative services are covered at 100%; extractions, endodontics (except wisdom teeth, covered at 50%) and periodontics are covered at 80%; and major restorative, prosthodontics and orthodontics (for covered family members age 18 and under) are covered at 50%. There is an annual non-orthodontic maximum of \$1,200. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

**Group Life Insurance** Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees may begin coverage on the first day of the month following 3 months of employment.

**Long-Term Disability Insurance** Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees. *(Amended 9/1/05)*

**Retirement savings:** Simple IRA plan available to all employees after one year of employment if they have earned a minimum of \$5,000 during that year, and who are expected to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if employee makes personal contributions to the plan. *(Amended 3/1/17)*

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits and withdrawal restrictions are dependent on each employee's individual situation. *(Amended 11/18/14)*

**Flexible Spending Account** Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to cover the cost of certain out-of-pocket expenses for themselves and their dependents. Annual limit of \$2500 for medical reimbursement and \$5000 for dependent care and may rollover up to \$500 each year. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 1/1/14)*

**Employee Assistance Program (EAP)** Available to all employees and interns and their family members. The EAP funds up to five short-term counseling sessions through an independent agency, and can assist with many personal, family, and/or job-related stressors and challenges. It is 100% funded by the agency and strictly confidential. *(Amended 2/27/2019)*

**AFLAC Insurance** Available to all employees (if taking short-term disability policy, employee must be 30 hours or more). Existing employees may sign up for coverage at any time if the premium is being deducted from payroll post-tax. To deduct the premium pre-tax, employees must sign up for coverage during open enrollment each December. A representative from AFLAC Insurance will meet individually with each employee to review insurance options.

**Paid Vacation Benefits** Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

80 hours or 2 weeks during first year of employment

120 hours or 3 weeks during second and third year of employment

160 hours or 4 weeks during the fourth and subsequent years of employment

**Paid Sick Time Benefits** Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick leave per year. Sick time is carried over from one year to the next until the amount of sick time available equals a maximum of 12 weeks (or 480 hours for 40-hour employee).

**Paid Holiday Time** Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 84 hours of Holiday pay per year (this includes time for two personal holidays).

**Compensatory Time** Available to all regular salaried employees. Compensatory time may be given for hours worked over the number of typically scheduled hours, with **prior** approval from supervisor. Maximum Compensatory time accrued shall not exceed one week of normal hours (40 hours for full-time employee). Compensatory time must be used before any other accrued time is used (vacation, holiday or sick). Compensatory time not used within two months will be lost.

**Staff Health and Wellness Fund** Available to all employees and interns. The Staff Health and Wellness Fund provides for activities that enhance mental, physical, social, and emotional health for staff, thereby resulting in improved individual well-being, productivity, and morale, as well as connection and camaraderie among all staff. Funds are used for activities for all staff and for specific program staff. *(Amended 2/27/2019)*

**Continuing Education** Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. In addition to conference fees, travel, lodging, mileage, and work hours will be covered by the agency.

**Pay periods** Employees are paid on the 15<sup>th</sup> and last day of each month.



## **CANOPY CENTER, INC.**

### **Application Questions**

#### **CASA Program Director**

#### **Instructions:**

Please include the following information when you submit your cover letter and résumé for the CASA Program Director position at the Canopy Center.

1. Basic Qualifications of Position – please CLEARLY state how you meet the qualifications either on a separate form or within your cover letter and résumé:
  - a. Ability to communicate with, supervise, and empower staff to be effective in their role.
  - b. Bachelor-level or advanced degree in social service-related field or legal field; or the equivalent combination of education and experience.
  - c. Ability to drive to courthouse and attend court hearings, attend first-visits for children on caseload with volunteers.

2. Please answer the following questions:

- a. Are you proficient in Microsoft Office (specifically, Word and Excel) and willingness to learn new software for client health information management as needed? PLEASE NOTE, A BRIEF COMPUTER COMPETENCY TEST WILL BE GIVEN PRIOR TO INTERVIEW.

\_\_\_\_\_Yes      \_\_\_\_\_No

- b. If required, do you have a valid Wisconsin driver's license?

\_\_\_\_\_Yes      \_\_\_\_\_No

- c. Have you been placed on probation, parole, released from incarceration, or paid a fine for a misdemeanor or a felony? Please note a conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.

\_\_\_\_\_Yes      \_\_\_\_\_No

- d. The hours required for this position are: 40 hours per week, generally typical business hours. One evening per week required during volunteer training (7-week initial trainings 2-3 times per year and once monthly continuing education training). Potential evening hours when in-home family visits are scheduled. Availability as necessary nights and weekends by phone to support volunteers in rare cases when an urgent need arises. Staff meeting second Wednesday of each month at noon. Do you have any ongoing schedule conflicts with the times above?

\_\_\_\_\_No      \_\_\_\_\_Yes, please specify \_\_\_\_\_

Are there any days/times you are NOT currently available to work?

\_\_\_\_\_No      \_\_\_\_\_Yes, please specify \_\_\_\_\_

- e. How did you learn of the position opening with our agency?

\_\_\_\_ Agency website

\_\_\_\_ Job Announcement posting – if so, where? \_\_\_\_\_

\_\_\_\_ Word of mouth

\_\_\_\_ Other \_\_\_\_\_



# CANOPY CENTER, INC..

## Federal Government Reporting Form

The following information is requested to meet requirements for federal government reporting, payroll and fringe benefits, procedures, and research purposes. In responding, applicants will know that the data will be used for these purposes only and that federal, state, and county laws forbid discrimination based on age, sex, race, religion, handicap or ethnic group.

Name\_\_\_\_\_ Sex Female\_\_\_\_ Male\_\_\_\_ Other\_\_\_\_

Current Date\_\_\_\_\_ Date of Birth\_\_\_\_\_

Position applied for\_\_\_\_\_

Disability, if any Yes\_\_\_\_ No\_\_\_\_

Ethnic/Racial Background Alaskan Indian\_\_\_\_\_

African American/Black\_\_\_\_\_

American Indian\_\_\_\_\_

Asian\_\_\_\_\_

Hispanic/Latino\_\_\_\_\_

White/Caucasian\_\_\_\_\_

Armed Forces Veteran Yes\_\_\_\_ No\_\_\_\_





# CANOPY CENTER, INC.

## Employee Verification, Authorization & Release Statement

I certify that the information provided by me in my application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to my immediate dismissal, and I agree that Canopy Center, Inc. shall not be held liable in any respect if my employment is terminated for that reason. You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history. I authorize the companies, schools, and persons that I have identified in my application or resume, or any references provided separately, to give any information requested regarding my employment, character, and qualifications, and release and hold harmless Canopy Center, Inc., and the companies, schools, and persons from any liability.

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Signature

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Date

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Printed Name