

**IOWA DEPARTMENT OF INSPECTIONS AND APPEALS  
JOB OPENING ANNOUNCEMENT**

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**DATE:** November 4, 2015

**POSITION:** Program Planner 2

**VACANCY NUMBER:** 16356BR

**PAY GRADE:** 26 (\$43,347.20 - \$65,873.60 annually)

**LOCATION:** Sioux City, Iowa

**DIVISION:** Child Advocacy Board

**STATUS:** Full time

**DESCRIPTION:** The Coordinator recruits, trains, and provides ongoing support for volunteers to advocate for the best interests of children determined to be in need of assistance by the juvenile court due to abuse or neglect. This position serves the Court Appointed Special Advocate programs in Woodbury and Monona Counties. Extensive travel in the area and occasional evening and weekend hours required. Duties include program/project management, training and mentoring volunteers, attending court as a CASA representative, collaborative planning and reporting.

The successful applicant will be subject to a criminal history and abuse background check. Starting salary is \$20.84 hourly, unless otherwise implicated by DAS/HRE rules.

Competencies include: Prior knowledge of social work methods, theory, techniques and practice; able to problem-solve effectively, able to evaluate verbal and written reports of both professionals and volunteers involved in cases; able to take testimony to formulate responses and to provide recommendations to all legal parties; able to interpret and implement rules, regulations, policies and procedures; meet strict deadlines; able to operate a personal computer; able to work independently with minimal oversight; trustworthy and honest; able to maintain confidentiality; and ability to work with people of all backgrounds.

**QUALIFICATIONS:** The equivalent of six years of full-time economic, environmental, social, health care or agricultural program experience (at the local, regional statewide, or national level) requiring knowledge in the following: program content, related community resources, user problems, and program/treatment methods – demonstrated by one of these types of work; program counselor, program administrator, program trainer, technical assistant or program consultant; OR an equivalent combination of education and experience, OR employees with current, continuous experience in the state executive branch that includes experience equal to eighteen months of full time work as a Program Planner 1.

**APPLICATION PROCESS:** Application may be made from the Department of Administrative Services website at <https://das.iowa.gov/human-resources/state-employment> Applications may also be downloaded from the DAS website. Application deadline is November 15, 2015. Please include a cover letter with the resume.

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**THE STATE OF IOWA IS AN EQUAL OPPORTUNITY/  
AFFIRMATIVE ACTION EMPLOYER**