

**Performance Analyst Job Description
CASA of New Jersey, Inc.**

Description of Duties

The Performance Analyst (PA) will:

- Work with a team to develop a quality review process, defined and enforced in large part by National CASA performance standards for local CASA affiliate programs;
- Advise the CASA of New Jersey Executive Director about National CASA standards for CASA state organizations, so as to successfully prepare for review and implementation of standards;
- Identify best practices in the field of program evaluation and quality review, and determine how to integrate them into CASA practice in New Jersey;
- Serve as the primary CASA of New Jersey staff liaison to the Data/Outcomes and Continuous Quality Review (CQR) Subcommittees, helping to develop new performance data points for local CASA programs to track and report on;
- Review and analyze quarterly contract-required data to identify inconsistencies, errors, and questionable statistics;
- Collect and analyze annual local CASA annual program contract packages to ensure all documents are received by CASA of New Jersey and that each document is completed accurately;
- Successfully and effectively engage with local CASA program Executive Directors and other program staff to help build program-related quality and capacity; and
- Conduct other projects and fulfill other duties, as required.

Job Requirements

- The PA position is full-time, 40 hours per week at the CASA of New Jersey office, which is located at 77 Church Street, New Brunswick, New Jersey; some hours may be worked remotely, as negotiated;
- The position reports to the CASA of New Jersey Executive Director, but is part of a small team of professionals;
- Minimally, completion of a Bachelor's Degree from an accredited, four-year college or university is required; Master's preferred;
- At least three years of program evaluation, quality review, and data analysis work experience is required;
- Ability to pass criminal background check and Child Abuse Registry (CARI) checks; fingerprinting is required.

Required Skills

- Highly proficient in computer software applications, including Word, Excel and Power Point;
- Ability to read spreadsheets and analyze data to determine its accuracy, and ability to write reports describing data findings;
- Excellent oral and written communication skills;
- An understanding of and appreciation for the non-profit sector and its contributions to child well-being; and
- The flexibility, on occasion, to work outside regular business hours with no overtime compensation.

Personal Characteristics

- Results oriented;
- Genuine passion for the CASA mission;
- An understanding of New Jersey's foster care system and child abuse and neglect;
- Team-oriented person who strongly believes in the group process for consultation and problem-solving;
- Punctuality and time management skills, with a commitment to meeting deadlines; and
- The selected PA will hold a position of trust with the child welfare and judicial systems, as well as with the affiliated CASA programs, their volunteers, and the children they represent. As such, the individual must operate with the highest standards of integrity, ethics, and personal and professional behavior.

Compensation and Benefits

- Compensation is in the \$50K range; and
- Benefits include health insurance for the employee, 401k plan, and paid time off (PTO).

To apply, send your resume and cover letter to April Aaronson at april@casaoenj.org by May 15, 2019. No calls please.

CASA of New Jersey is an Equal Employment Opportunity(EEO) employer.