



Court Appointed Special Advocate (CASA) – Salary: \$18.00 - \$21.00/hour

Job Description: CASAs are specially selected and trained individuals that are appointed by a family court judge, after training, to speak for the best interest of abused and/or neglected child(ren). CASA strives to ensure every child in the dependency system of Lassen County has a volunteer advocate. However, volunteers are not always available. The Program's Advocate will then fill in and ensure that as many children as possible that are assigned to the Program are provided with a level of advocacy, even if there is no volunteer available for assignment. This position requires a high degree of confidentiality and performs a variety of tasks associated with day-to-day operations and case management activities.

Reports to: CASA Program Manager, Executive Director

Job Classification: Non-Exempt, Non-Supervisory

Primary Duties and Responsibilities: *(The following is generally representative of the duties and responsibilities of this job classification. It is not a complete description of all possible job assignments, nor is it restrictive as to job assignments and responsibilities which may be required of an incumbent.)*

- Meets with children assigned to CASA on a regular basis.
- Corresponds with all parties related to the case including but not limited to biological parents, caregivers, extended family, and natural supports.
- Collaborates with outside agencies to acquire information and to provide resources.
- Meets and corresponds with professionals involved including social workers, attorneys, teachers, mental health professionals, medical providers, etc.
- Attends every court hearing for assigned cases.
- Submits written reports to the court at milestone hearings, or as needed.
- Ensures that children's best interests are being met in a wide variety of areas including placement, permanent placement, mental health, social needs, medical/dental needs, etc.
- Ensures that the child is heard and their voice is amplified.
- Maintains a balance of professionalism and relatability.
- Participates in ongoing training on a wide breadth of topics.
- Collaborate effectively with the Case Coordinator to ensure quality advocacy is achieved.
- Ensures reports, court documents, and correspondence are filed and distributed to appropriate staff/professionals in a professional and timely manner.
- Maintains accurate records of all attended court hearings, meetings, and case contacts.
- Maintains assigned case files in both digital and physical form.
- Keeps database up to date and accurate on assigned cases.
- Attends scheduled CFT meetings, as needed.
- Answers phones, takes messages, and responds to emails.
- Attends and participates in conferences and workshops on issues related to CASA.
- Attends and participates in staff, board, and advisory council meetings, and roundtables.

- Represents the CASA Program by participating in community outreach events and promoting program awareness through a variety of methods including presentations.
- Assists with fundraising strategies and techniques.
- Performs other duties as assigned.

Skills and Abilities:

- Communicate and work with people from a variety of socio-economic, cultural, and ethnic backgrounds.
- Communicate and work with children of all ages.
- Prepare and maintain accurate written records and reports.
- Prioritize and adapt to changing priorities.
- Ability to work a flexible schedule, as needed.
- Display strong organizational skills with attention to detail.
- Maintain strict confidentiality and ensure professional boundaries are maintained.
- Identify problem areas within the scope of the position, find solutions, and follow-up to completion.
- Establish positive, effective, and cooperative working relationships and use good judgment, initiative, and resourcefulness when dealing with other employees, volunteers, organizations, and the public.
- Effectively communicate, understand instructions, follow directions, and ask for clarification, when needed.
- Work independently and manage time effectively.
- Be flexible, cooperative, and dependable.
- Work as a team member.
- Have a trauma informed approach to casework (additional training will be provided).
- Work in accordance with Lassen Family Services' policies, procedures, and mission.
- Collaborate and correspond with families, children, attorneys, teachers, and other professionals.
- Ability to assess needs and develop and execute an action plan.

Knowledge of:

- Court Appointed Special Advocates (CASA) program.
- Communicating and working with children.
- Community organizations that provide social services and support.
- Cultural awareness and application.
- Teamwork and application.
- Trauma informed care.
- Office equipment including faxes, copiers, computers, printers, telephones, etc.
- Windows based office technologies including Word, Excel, Outlook.

Training/Experience/Education:

- National CASA or California CASA Training must be completed within 6 months of hire. Agency training provided.
- Completion of Lassen Family Services' Crisis Intervention Peer Counselling Training must be obtained within 1 year of hire. Agency training provided.
- CPR certified or completion of certification within 1 year of hire. Can be provided by agency.

Typical Physical Requirements: *(Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):* Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch to pick-up and/or move objects. May occasionally lift and/or move objects weighing up to 25 pounds.

Typical Working Conditions: **Typical Working Conditions:** Work may be performed in a variety of environments including Lassen Superior Court, Lassen Family Services locations, and other community organizations, schools, and businesses; may require frequent driving to different locations and sites throughout the service area and beyond; frequent contact and communication with other staff, the public, participants, and representatives of other agencies; work hours may be variable and outside the normal 8 am to 5 pm, Monday – Friday work schedule to meet the requirements of the position; incumbents are expected to be available on stand-by for crisis intervention responses at any time during specifically assigned time periods.

Special Requirements:

- Must be 21 years of age or older.
- Possession of a valid California Driver's License and insurance with acceptable DMV Record.
- Acceptable State, CACI, and FBI criminal background check.
- Drug test required. Testing negative for marijuana is not necessary.

Advocate (Staff)

Supervisor

Date

Date