



# COURT APPOINTED SPECIAL ADVOCATES CASE SUPERVISOR



## Alameda County CASA is recruiting for a *provisional-project\** CASE SUPERVISOR (CASA Program Associate)

[CASA](#): Visit us to learn more!

### HOW TO APPLY

Please submit a County of Alameda **Job Application**, resume and cover letter to:

**Ernie Tabasa, Program Manager**  
([CASAJobs@acgov.org](mailto:CASAJobs@acgov.org))



The application template is available online on Alameda County's Online Employment Center @

[www.jobaps.com/alameda](http://www.jobaps.com/alameda)

**NEW USERS** can click on "New User Registration" to fill out an application template. Once the application is completed, candidates can click on the "Review" tab to "Print My Application" or "SAVE as PDF".

OPEN UNTIL FILLED

### CASA PROGRAM ASSOCIATE

*Click above for comprehensive job description, additional requirements, KSAs, and benefits information.*

### MINIMUM QUALIFICATIONS

**EDUCATION:** Equivalent of 90 quarter or 60 semester units from an accredited college or university with major coursework in social welfare, social/human services, public health, sociology, psychology, clinical psychology, counseling or other behavioral sciences; **AND,**

**EXPERIENCE:** The equivalent of three (3) years of full-time social services care coordinator experience in a public, private or nonprofit human services agency specializing in children, youth and family services.

**SUBSTITUTION:** Possession of a bachelor's degree (180 quarter units or 120 semester units) from an accredited college or university with major coursework in social welfare, social/human services, public health, sociology, psychology, clinical psychology, counseling or other behavioral sciences may substitute for two (2) years of the required experience.

**\$74,152.00 - \$90,105.60 Annually**

Plus, an excellent benefits package!

This is a ***provisional-project*** recruitment.

**\*Provisional Appointments:** For a ***provisional appointment***, a civil service exam is not required. However, to obtain a regular position, the appointee will need to compete successfully in a County Exam when open.

**Project positions** are generally for a specific, limited duration. Projects can last for five years but may be shorter depending on the project. Newly hired incumbents in project positions do not qualify for retirement.

Alameda County HCSA is enriched with a diverse workforce. We believe the best way to deliver optimal programs and services to our communities is to hire and promote talents that are representative of the communities we serve. Diverse candidates are strongly encouraged to apply.

## ABOUT US

Alameda County **Court Appointed Special Advocates** (ACCASA) is a member of the National CASA/GAL Association, which has helped ensure the security and wellbeing of more than two million children across the United States.

Alameda County CASA recruits, trains, and supports committed volunteers to stand with the young people in the child welfare system of Alameda County when they need it most. These mentors/advocates learn the personal stories of their youth, provide fun, life-enriching experiences to help them grow, and advocate for them in a variety of situations. CASAs collaborate with child welfare and legal professionals to assist the youth in legal proceedings, family visitations, educational support, and medical and mental health needs. CASAs promote healthy choices and support independent living skills that lead to higher education, positive relationships, and purposeful lifestyles. Sometimes their most valuable role is being the most trusted person in a child's uncertain life. Our volunteers often forge bonds that last into successful adulthood.

## THE POSITION

**Case Supervisors (CASA Program Associate)** screen volunteer applicants, match CASA volunteers with youth, and manage a caseload of CASA volunteers that are assigned to youth involved in Juvenile Dependency Court/child welfare system, as well as delinquency, on occasion. This position provides resources and coaching support to CASA volunteers and oversees the direction of advocacy plans based on the needs of the youth on their caseload. The Case Supervisor maintains and updates CASA volunteer and youth database records, ensures compliance with various programmatic requirements, and guides CASA volunteers to gather information from collateral parties to compose written court reports and recommendations to the Court, with report editing being completed by the Case Supervisor.

**[CLICK HERE](#)** for comprehensive job description.

## IDEAL CANDIDATE STATEMENT

In addition to meeting the minimum qualifications, the ideal candidate will possess the following critical attributes:

- Interest and compassion for working with youth and young adults in foster care who have experienced abuse and neglect, and has knowledge of Alameda County's child welfare system, the Court Appointed Special Advocates (CASA) program, trauma informed practice, child development in general, and DEI (diversity, equity and inclusion).
- Ability and experience screening and supervising adult volunteers; possess knowledge of qualities of a good volunteer and can identify potential issues.
- Ability to coach, counsel, and guide others.
- Ability to collect and analyze data to identify key issues relevant to achieving long-range goals and vision; creative and committed to a course of action to accomplish an organizational strategic plan.
- Strong ability to collaborate, create, and facilitate partnerships with other County partners, community service providers, and other stakeholders.
- Knowledge of applicable facilitation practice with ability to engage a group or audience in a lecture or classroom format.
- Motivated by success and capable of setting high goals; monitor progress in meeting and exceeding goals while deriving satisfaction from continuous professional improvement.
- Capable of making a positive impact on diverse groups of people and persuade them to act by exuding confidence, creating good first impressions, professionally commanding attention, and earning trust and respect.
- A clear and effective communicator, both in written and verbal form, who takes responsibility for listening and understanding others and conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- Self-directed; ability to work independently, flexible and possess strong teamwork skills.
- Exceptional organizational skills, ability to prioritize tasks, accomplish multiple projects simultaneously to meet various deadlines.
- Maintain regulatory compliance and take prompt action to achieve objectives as well as identify issues as they arise and find solutions.
- Computer literate and capable of utilizing modern technological systems in everyday tasks, including the internet, websites, social media, and databases.

## BENEFITS

**In addition to a competitive salary, employees also enjoy an attractive [benefits package](#).**

*\*Benefit rates are dependent upon the management employee's represented or unrepresented classification. [Click here](#) to learn more about benefits.*