



## CASE COORDINATOR Job Description

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### About CASA

Court Appointed Special Advocates (CASA) of Contra Costa County is a community benefit, tax-exempt 501(c)(3) organization that provides programs to support children and youth in the child welfare (foster care) and juvenile justice (probation) systems. A CASA volunteer advocate ensures that the youth's needs are being met, provides information to the juvenile court, offers support to the youth's team, and advocates for the youth's best interests.

### Position Summary

The Case Coordinator screens, supervises and supports CASA volunteer advocates and oversees the management of cases assigned to CASA volunteer advocates.

### Job Responsibilities

- Participate in the interviewing, screening and training of prospective CASA volunteer advocates
- Prepare court orders and assign new cases to CASA volunteer advocates
- Coordinate and facilitate case review
- Review, edit, approve and distribute CASA court reports in collaboration with the CASA volunteer advocate
- Supervise, support and advise team leaders and CASA volunteer advocates with an adherence to CASA policy and procedures and in alignment with the program's mission
- Participate in meetings with team leaders and CASA volunteer advocates
- Review incoming case documents, monthly logs and 60-Day Reviews
- Complete reports on case and volunteer activity
- Record volunteer and case information in database
- Maintain volunteer and case electronic files in accordance with National CASA standards
- Track and communicate CASA volunteer advocate continuing education requirements
- Identify and recommend relevant topics and opportunities for continuing education
- Collaborate on volunteer recognition and retention practices
- Ensure compliance with local, state and federal legal mandates as well as National CASA Association and California CASA Association standards



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### Qualifications and Requirements

- Experience in the fields of child welfare, child development, juvenile justice or social services
- Experience working with volunteers is preferred
- BA/BS degree or completed coursework relevant to the position (e.g. social work, psychology, sociology) is preferred
- Ability to prioritize and effectively manage multiple tasks and projects in order to meet mandated deadlines
- Strong organizational skills with attention to detail
- Ability to offer critical analysis and constructive feedback
- Capable of establishing and maintaining effective working relationships with staff, volunteers and community partners
- Knowledge and application of self-care and stress management practices
- Strong computer skills, proficiency with Microsoft Office (Word, Excel, PowerPoint), and ability and willingness to learn new software and applications
- Excellent verbal and written communication skills
- Must be respectful of all people regardless of race, ethnicity, culture, socioeconomic background, religion, gender identity, sexual orientation or disability
- Criminal justice fingerprint clearance (Federal, State, CACI/child abuse registry)

### Compensation

\$66,560 to \$70,000 (commensurate with experience)

Benefits include medical/dental/vision insurance, paid time off, paid sick time, and retirement plan

### Additional Information

This is a full-time, exempt position. The position requires an ability to work some evenings and weekends. Reports to the Program Director.

### Application

Email your resume and a cover letter as PDF files to [career@cccocasa.org](mailto:career@cccocasa.org). Explain in the cover letter your interest in the position and why you are the ideal candidate for the job. No phone calls, please.

### Equal Opportunity Employer

CASA of Contra Costa County is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, genetic information, sex, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.