



CASE COORDINATOR Job Description

About CASA

Court Appointed Special Advocates (CASA) of Contra Costa County is a community benefit, tax-exempt 501(c)(3) organization, established to recruit, train and support volunteers to advocate for abused and neglected children in the Juvenile Court process. A CASA volunteer helps to ensure that a foster child's needs are being met while assisting the Court in moving children from temporary placement to safe and permanent homes.

Position Summary

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

Job Responsibilities

- Participate in the interviewing, screening and training of prospective CASA volunteers
- Prepare court orders and assign new cases to CASA volunteers
- Coordinate and facilitate case review
- Review and edit CASA court reports in collaboration with the CASA volunteer and approve prior to distribution
- Supervise, support, advise and coach Team Leaders and CASA volunteers with an adherence to CASA policy and procedures and in alignment with the program's mission
- Participate in quarterly Team Leader Meetings
- Oversee collection of monthly paperwork and 60-Day Reviews from Team Leaders
- Complete 60-Day Reviews
- Collaborate on volunteer recognition and retention practices
- Identify and recommend relevant topics and opportunities for continuing education
- Track and communicate CASA volunteer continuing education requirements
- Document volunteer and case information in database
- Maintain volunteer and case files in accordance with National CASA standards
- 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

- BA/BS degree
- Experience in the fields of child welfare, child development, juvenile justice or social services
- Experience working with volunteers 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 in conjunction with an empathic response
- Capable of establishing and maintaining effective working relationships with staff, volunteers and stakeholders
- Knowledge and application of self-care and stress management practices
- Excellent verbal and written communication skills
- Strong computer skills, proficiency with Microsoft Office (Word, Excel, PowerPoint), and ability and willingness to learn new software as needed
- Must be respectful of all people regardless of race, ethnicity, culture, socioeconomic background, religion, gender, sexual orientation or disability
- Criminal justice fingerprint clearance (Federal, State, CACI)

Compensation:

\$60,000 with benefits

Additional Information:

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

Application:

Send your cover letter and resume as PDF files to career@cccocasa.org. No phone calls, please.