



**Child Advocates of Placer County ([CAPC](#))**

**YUBA COUNTY CASA PROGRAM SUPERVISOR / TRAINER**

**Start date: August 1, 2023**

**General Information:**

In Placer County, 800 children and youth experience abuse or neglect annually. Approximately 200 of these children and youth enter the dependency court system and are placed in foster care. Child Advocates of Placer County, a non-profit organization since 2004, recruits and trains volunteers to become Court Appointed Special Advocates (CASAs) who can build a trusted relationship with these children and youth and serve as the “eyes and ears for the judge, and the voice of the child or youth” in court. Our advocacy focuses on the safety, health and well-being of each child and youth. The primary goal is to reunify them with their parents, or if reunification is not an option, to ensure placement in a permanent home. Currently, CAPC serves over 95% of all detained children and youth.

**CAPC Mission:**

The mission of Child Advocates of Placer County is to be the bridge between the most vulnerable in our community and volunteers who make a difference.

**Responsibilities: Yuba County CASA PROGRAM SUPERVISOR / TRAINER**

This position will play a critical role in the expansion and establishment of a CASA Program in Yuba County. This role will report directly to the Youth Services Program Director, while working closely with members of the CAPC Youth Services Team. Key responsibilities:

- **Working with the CAPC Youth Services Team, establish the Yuba Program**
  - Help identify, meet with, and build on-going rapport with Yuba County collaborative partners
  - Establish on-going communications, partnerships, processes and practices with the Yuba County Court and Yuba County Child and Adult Protective Services
  - Identify and become familiar with local county contacts and resources that will be utilized for CASA advocacy
  - Assess the current Placer County CASA practices and revise as needed for Yuba County
  - Develop donation/donor relationships with Timothy Tuition, Ticket to Dream etc. in order to supply a ‘CASA Store’ of clothing, school supplies, etc.
  - Attend recruitment marketing activities and volunteer community building activities.
- **Case Management and Ongoing supervision and support to volunteers**
  - Match volunteers to new cases
  - Assist volunteers in developing an advocacy plan and monitor progress
  - Supervise and support up to 40 volunteers and Volunteer Case Supervisors(s)
  - Input and maintain accurate Volunteer and Case data in Optima
  - Provide “getting started” and on-going training (via Monthly Support meetings), best practices and community resources to Volunteers

- Talk regularly and meet as needed with volunteers to support them in their case management; conduct annual volunteer reviews
- Actively steward and increase volunteer retention through communication, engagement and experiences
- Review, edit and submit volunteer court reports to the Youth Services Director
- Handle administrative tasks i.e. documenting policies and procedures, its criteria and best practices; scheduling meetings, etc.
- Attend court and scribe notes, as needed (Eventually, volunteers will also attend and take notes)
- **In partnership with the CAPC CASA Program Manager, Provide CASA Training**
  - Attend CAPC CASA Training (in person) on August 3, 10, 17 & 24 from 4pm – 7pm; Attend “graduation” on Aug 30 from 8am – 1pm
  - Revise CAPC Training materials for suitability for Yuba County Training
  - Create an annual training plan, inclusive of continuing education “In-Service” training
  - Deliver New Volunteer training 3 – 4 times annually (These will most likely be evening hours)
  - Plan, coordinate, and host “In-Service” training monthly (the start month for this is TBD)

### **Qualifications**

- Prior Case Management or CASA Volunteer experience (Preferred)
- Familiarity with Yuba County and its collaborative community of partners
- Related degree and/or work experience preferred– Social work, psychology, child welfare, volunteer management
- Ability to establish and maintain effective working relationships with Staff, Volunteers, and Community Partners
- Work independently, exercise judgment and make decisions based on guidelines, practices, and policies
- Excellent verbal and written communications
- Has passion for community-based work; is empathetic and compassionate
- Team oriented; enjoys collaborating; contributes to positive team morale
- Proactive planner and multi-tasker
- Comfortable with computers and databases; skilled in Powerpoint, Excel and Word
- Available for evening or weekend events/activities
- Background check (Required)

### **Benefits**

- Paid time off (120 hours/year based on full-time, 40-hour work week)
- Health insurance allowance (depending on hours worked)
- 3% Employer Match up for Simple IRA Retirement Plan

### **Work Details:**

- \$25 - \$29 / hour
- 32- 40 hour work week, split between 1 – 3 days in-the-Yuba County office, and 1 day in the CAPC Roseville office (for cross-training)
- Some remote work flexibility /Flexible work schedule
- Some evenings required

**Interested?** Send your resume to Carmen Hill, CAPC Youth Services Director, at [carmen@casaplacer.org](mailto:carmen@casaplacer.org)

Child Advocates of Placer County is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Child Advocates of Placer County policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, gender identification or any other consideration made unlawful by federal, state or local laws.