



Child Advocates of Placer County (CAPC)

YUBA COUNTY CASA RECRUITMENT AND VOLUNTEER ENGAGEMENT COORDINATOR

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.

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: 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:

- **CASA Recruiting:** in partnership with our CAPC staff, create awareness and attract new volunteers:
 - Help develop and/or provide oversight for the creation of CASA of Yuba County website; ensure on-going website maintenance
 - Leveraging CAPCs existing plans, create and execute a Yuba County volunteer outreach and marketing plan, inclusive of social media posts, educating the local community, local advertising, attending community events, and posting recruitment “tear sheets”
 - Lead and/or participate in projects to accomplish outreach events and activities
 - * If currently not a CASA, then attend CAPC CASA Training (in person) on August 3, 10, 17 & 24 from 4pm – 7pm; Attend “graduation” on Aug 30 from 8am – 1pm

- **CASA Engagement:** Interview, Track and Onboard New Volunteers:
 - Field and respond in a timely manner to new volunteer interest inquiries.
 - Schedule and conduct group “Info Sessions” for Volunteer Prospects that provide an overview of key volunteer opportunities, responsibilities, and experiences
 - Conduct 1:1 volunteer interviews for becoming a CASA
 - Input, track, and report on Volunteer Prospect progress into Optima (our systems database).
 - Provide follow-up and communications as needed to interested volunteers
 - Ensure onboarding follow-up and follow-through for required documentation and background checks; provide Optima technical assistance as needed

- In partnership with the CAPC Staff,
 - Schedule and coordinate training sessions.
 - Plan and coordinate volunteer recognition activities and appreciation events

Qualifications

- Prior Case Management or CASA Volunteer experience (Preferred)
- Related degree and/or work experience preferred– Social work, psychology, child welfare, volunteer management
- Enjoys interacting, engaging, and responding to people in a variety of situations
- Excellent verbal and written communication
- Comfortable with social media: Facebook, Instagram and LinkedIn
- Team oriented; enjoys collaborating; contributes to positive team morale
- Ability to establish and maintain effective working relationships with Staff, Volunteers, and Community Partners
- Facilitate / Speak / Present to groups (2 – 20) in-person and on-line
- Ability to articulate mission, programs, and volunteer responsibilities
- Work independently, exercise judgement and make decisions based on guidelines, practices, and policies
- Proactive; detail oriented; ability to plan and multi-task
- Available for evening and weekend events/activities (1 – 2/month)
- Knowledge of Microsoft Office, Teams and Zoom (Preferred)
- 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:

- \$24 - \$28 / 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

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.