



Case Assessment Program (CAP) Associate

Job Description

Child Advocates of Silicon Valley recruits, trains and supports volunteer Court Appointed Special Advocates (CASAs) to work one-on-one with children in the Santa Clara County dependency system. CASA's become a trusted friend, mentor and consistent adult presence for the child; they ensure that the child's critical emotional and educational needs are met and their voice is heard as they navigate the complexities of the foster care system. Our mission is to provide stability and hope to children who have experienced abuse and neglect by being a powerful voice in their lives. Our vision is that every child has a positive view of the future and the opportunity to become a productive, healthy adult.

Supervisor: Case Assessment Program Supervisor

Status: Full time, non-exempt position

Location: Milpitas, California

Compensation: Hourly/Based on Experience

Benefits: Medical, Dental, Vision; Flexible time off

Position Purpose:

This position works within the Case Assessment Program (CAP) team that maintains the children's waitlist and provides support services impacting advocacy to children in the Juvenile Dependency System.

Duties and Responsibilities:

- ❖ Maintain the agency referral process; proactively interface with social workers, attorneys and courts to continuously update the children's waitlist.
- ❖ Enter new cases into our database and monitor.
- ❖ Manage, monitor, and update records in database with efficiency, including entering hearing notices, changes in residence and status updates.
- ❖ Maintain both children and family records in alignment with National CASA standard to ensure accuracy and efficiency.
- ❖ Develop profiles for children
- ❖ Sort paperwork received from Court.
- ❖ Call placements to introduce the agency
- ❖ Participate in special projects as assigned.

Qualifications:

- ❖ Excellent interpersonal skills.
- ❖ Strong organizational skills, ability to manage multiple tasks
- ❖ Demonstrated ability to establish and maintain effective working relationships with individuals at various levels of responsibility (volunteers, agency staff, judicial/legal representative, Board of Directors and community partners).
- ❖ Excellent written and verbal skills.
- ❖ Ability to accommodate a flexible schedule. Position requires occasional evenings and weekend hours.
- ❖ Skilled in use of Microsoft Office Suite products and databases. Advanced Excel skills a plus.
- ❖ Ability to pass background checks upon hiring: DMV, FBI, DOJ, CACI

Desired Qualifications:

- ❖ B.S. degree or equivalent combination of education and experience.
- ❖ Bi-lingual, Spanish-speaking preferred
- ❖ Volunteer supervision preferred
- ❖ Non-profit experience
- ❖ Advocacy experience
- ❖ Direct experience working with the Juvenile Dependency System

How to Apply:

Applicants should send a resume, salary requirements and cover letter outlining how they meet the specific requirements of the position to Vivian Lambert, Case Assessment Program Supervisor at vivian@advocates.org. No phone calls please.

Equal Employment Opportunity and non-Discrimination Statement:

It is the policy of Child Advocates to provide equal employment opportunity for all applicants and employees. Child Advocates does not discriminate on the basis of ancestry, race, color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion (including religious dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other basis protected by law (hereinafter referred to as "Protected Characteristic"). Child Advocates also makes reasonable accommodations for disabled veteran employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfers, and social and recreational programs.

This policy includes provision that no employee shall harass any other employee on any of the bases listed above. Harassment includes verbal, physical and visual harassment; solicitation of sexual favors; unwelcome sexual advances; and creating or maintaining an intimidating or hostile work environment. Any employee who violates this policy is subject to discipline up to and including discharge.

Child Advocates is an Equal Opportunity Employer. We are committed to providing an environment that embraces openness, respect, collaboration and accountability.

