



Case Assessment Program (CAP) Associate

Child Advocates of Silicon Valley is an independent nonprofit 501(c)3 organization founded in 1986. We serve children aged birth to 21 years old who are placed in the Santa Clara County Dependency Court System (commonly referred to as foster care) for having experienced trauma in the form of abuse, neglect and/or abandonment. We serve children in foster care by:

- ensuring every child has a caring and stable adult in their life, an Advocate, while navigating the system;
- influencing local policies and decisions that affect the children we serve;
- building enduring community partnerships to broaden and strengthen our impact.

We are also an affiliate of the National Court Appointed Special Advocates (CASA) Association. As an affiliate, we are responsible for operating the CASA program in Santa Clara County which entails recruiting, training and supporting CASA Volunteers.

POSITION OVERVIEW

This position works within the Case Assessment Program (CAP) team that maintains the children's waitlist and writing profiles for each child/youth on the waitlist to provide a positive match with a CASA Volunteer and provides support services impacting advocacy to children in the Juvenile Dependency System.

Supervisor: Case Assessment Program (CAP) Supervisor

Status: Full-Time. Non-Exempt Position.

Location: Milpitas, California

Salary: Hourly/Based on Experience

Benefits: Medical, Dental, Vision; Flexible time-off

SPECIFIC 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 the database efficiently, including entering hearing notices, changes in residence, and status updates
- Maintain both children and family records in alignment with the National CASA standard to ensure accuracy and efficiency
- Develop profiles for children
- Sort paperwork received from the Court
- Call placements to introduce the agency
- Participate in special projects as assigned

QUALIFICATIONS

- Excellent interpersonal skills
- Exceptional writing skills - this position requires a strong command of the English language in writing to express the uniqueness of the children we work with and their needs. This skill will be tested as part of the interview process
- 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)
- Position requires occasional evenings and weekend hours

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Tax I.D. No. 77-0250773

- Proficiency in Google Suite and databases. Advanced Excel skills are 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
- Nonprofit 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 needs of the position to our recruiter, Michelle Gysin at michellerg333@gmail.com with the subject line, "Case Assessment Program Associate". No phone calls, please.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION STATEMENT

At Child Advocates, we don't just accept difference — we celebrate it and recognize the value it brings to our kids, CASA Volunteers and employees. Child Advocates is proud to be an equal opportunity workplace. Equal opportunity and consideration are afforded to all qualified applicants and employees. We won't unlawfully 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 is committed to working with and providing reasonable accommodation to applicants with disabilities in accordance with the American Disabilities Act and state disability laws.