



Case Assessment Program (CAP) Associate

Become a Part of the Child Advocates of Silicon Valley Team

Child Advocates works to ensure every foster child in Silicon Valley, who has been abused, neglected and/or abandoned, has the nurturing support and resources needed to thrive. We are looking for people who put children first. People whose compassion leads to hard work and impact. At Child Advocates, it's about each person bringing skills and passion - their best - so that we can be there for every foster child.

About the Role

We're looking for a CAP Associate to join the Programs Department, which is responsible for serving foster children by offering comprehensive, trauma-informed services, delivered by recruited, trained and supported Court Appointed Special Advocate (CASA) volunteers. This role will work collaboratively with other staff, Social Workers and courts to process children's cases as they open, maintain the CASV waitlist, monitor and update children's records in the database and write profiles of our foster youth to facilitate a positive match with a volunteer. We want someone who is passionate about standing up for children and the vital role that positive adults can play in a child's life. We want someone with a talent for writing and exceptional organizational skills.

How You'll Have an Impact

The applicant hired as our CAP Associate will be responsible to:

- Maintain the agency referral process; proactively interface with social workers, attorneys, and courts to continuously update the children's waitlist.
- Write profiles and submit weekly blurbs about the children and youth on our waitlist
- Call caregivers to introduce the agency and the CASA program.
- 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 standards to ensure accuracy and efficiency
- Generate and distribute regular reports

Agency Support

- Participate in agency events and activities, as requested.
- Contribute to agency projects and initiatives, as requested.
- Complete other duties as assigned.

What We're Looking For

Experience

- Minimum of three years of work directly related to this position, e.g. volunteer support, office systems development, Child Welfare System
- Proficiency in Google Suite applications and databases
- Non-profit experience

- Advocacy experience

Skills

- *Bi-lingual, Spanish-speaking is preferred*
- Excellent interpersonal skills
- Collaboration as part of a team to achieve agency goals
- 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.
 - A writing sample will be requested as part of the interview process
- Strong organizational skills, ability to manage multiple tasks and meet deadlines
- 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)

Important Details

Supervisor: Vivian Lambert, Case Assessment Program Supervisor

Status: Full time, non-exempt

Location: Milpitas, California (*this position can work remotely once initial, in-person training is complete*)

Salary: \$23 - \$25/hour

Benefits: Full medical, dental, vision coverage for the employee; holidays; and personal time off (PTO).

Applicants must be able to work a variety of hours, including evenings and weekends.

Applicants must be able to successfully pass a formal background check: FBI, DOJ, CACI, DMV.

How to Apply

Send your resume, salary requirements, and cover letter outlining why you're the right person for this role to this email address: careers@childadvocatessv.org. No phone calls, please.

Equal Employment Opportunity Statement

Child Advocates is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status or disability.