



CASA Specialist

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 CASA Specialist 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 provide support and coaching to CASAs and their work with foster youth, interview potential new CASA volunteers, and assist with case selection, court processes, monthly documentation and data collection. We want someone who is passionate about standing up for youth and job excellence, and someone with a great working knowledge of youth programs and the child dependency system.

How You'll Have an Impact

The applicant hired as our CASA Specialist will be responsible for:

- Contributing to a team to best support CASAs and their work with dependency cases.
- Conducting screening interviews with CASA candidates and overseeing a 2nd-interview and selection process.
- Documenting multiple case-specific details and collecting data accurately and on time.
- Achieving monthly, quarterly and annual goals as set with the supervisor.
- Maintaining a caseload average of 20 CASAs, including those that serve in a supervisory capacity to other CASAs (called CASA Mentors).
- Providing direct supervision to CASAs and Mentors, including regular feedback and corrective actions as required.
- Facilitate group discussions for CASA volunteers, maintain regular communications with Mentors, and share learning opportunities and policy updates to those you supervise.
- Evaluate Mentors as a means of supporting their growth.
- Serve as Duty Officer or Court Liaison or provide other Department support.
- Contribute to regular CASA training, orientation and continuing education.
- Assist with grant proposals, implementation and reporting of outcomes, as applicable.

Agency Support

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

What We're Looking For

Experience

- Minimum two years of directly related work experience in areas such as volunteer training and management, youth and family programming.
- Bachelor's degree in Social Work, Education, Law, Child Development, Mental Health or equivalent combination of education and experience.
- Advocacy and standing up for children and the volunteers who serve them.
- Training and group facilitation experience is desired.
- Work experience requires accurate and timely collection and documentation of information.

Skills

- Demonstrated organizational skills and ability to manage multiple tasks and projects of varying complexity concurrently.
- Familiarity with topics related to families in the dependency system, such as the effects of trauma on children, domestic violence, substance use disorder and child abuse.
- Excellent written, verbal, coaching and supervisory skills.
- Cultural competence.
- Competence in use of all Google Suite applications.
- Bilingual and Bicultural (Spanish/Vietnamese) required.

Important Details

Supervisor: Lead Specialist

Status: Full time, exempt

Location: Milpitas, California

Salary: \$58,680 - \$63,900

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 have a valid California Driver's License and current automobile insurance.

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 careers@childadvocatessv.org with the subject line "CASA Specialist". 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.