SCREENING & TRAINING COORDINATOR Job Description

About CASA

Court Appointed Special Advocates (CASA) of Contra Costa County is a community benefit, tax-exempt 501(c)(3) organization, established to recruit, train and support volunteers to advocate for abused and neglected children in the Juvenile Court process. A CASA volunteer helps to ensure that a foster child’s needs are being met while assisting the Court in moving children from temporary placement to safe and permanent homes.

Position Summary

The Screening and Training Coordinator is responsible for volunteer screening prior to acceptance into the CASA Program as well as the development and delivery of training for prospective and existing CASA volunteers.

Job Responsibilities

- Update and maintain screening documents and procedures in accordance with federal and state law and National CASA/GAL Association standards
- Schedule applicant interviews in coordination with interview personnel
- Maintain ongoing communication with applicants during screening and training period
- Thoroughly review screening results and communicate any concerns, discrepancies or violations to the Executive Director and Program Director
- Develop a schedule for Volunteer Initial Training sessions
- Review and revise Volunteer Initial Training materials guided by National CASA/GAL Association, Judicial Council, the needs of the local program, and feedback from trainees and staff
- Facilitate and oversee Volunteer Initial Training classes
- Coordinate swearing-in ceremonies for training graduates
- Maintain each applicant’s screening and training documents in an electronic file
- Update each applicant’s record in the database with their screening and training results and notify Program Director of any concerns regarding program acceptance
- Collect and review training evaluations
- Collaborate with Case Management on the selection of in-service training topics and assist with the identification of continuing education opportunities
- Complete initial and periodic background screening of staff and board members

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Qualifications and Requirements

- Experience with training development and delivery for adult learners in a group setting
- Experience working with volunteers is preferred
- Familiarity with the child welfare system, knowledge of child development, and an understanding of the impact of children maltreatment is preferred
- BA/BS degree and/or relevant experience
- Strong organizational, planning and time management skills with attention to detail
- Resourceful and assertive
- Must be respectful of all people regardless of race, ethnicity, culture, socioeconomic background, religion, gender, sexual orientation or disability
- Ability to adapt and respond to diverse group dynamics and a changing environment in a professional, calm and thoughtful manner
- Ability to utilize technology to include visual and web-based presentations
- Strong computer skills, proficiency with Microsoft Office (Word, Excel, PowerPoint), and ability and willingness to learn new software as needed
- Excellent verbal and written communication skills
- Ability to work Tuesday and Thursday evenings
- Criminal justice fingerprint clearance (Federal, State, CACI/child abuse registry)

Compensation:
$60,000 with benefits (health insurance, paid time off, retirement plan)

Additional Information:
This is a full-time, exempt position. The position requires an ability to work many evenings. Reports to Program Director.

Application
Email your resume and a cover letter as PDF files to career@cccocasa.org. Explain in the cover letter your interest in the position and why you are the ideal candidate for the job. No phone calls, please.

Equal Opportunity Employer
CASA of Contra Costa County is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, genetic information, sex, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.