



Child Advocates / Parent Coaches  
Child Abuse Prevention Council

**Classification:** Family Advocate  
**Position Title:** Family Connections Advocate  
**Department:** Court Appointed Special Advocates (CASA)  
**Reports to:** CASA Program Manager

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**Definition of Classification:**

Under the supervision of the CASA Program Manager, this position works within the mission and philosophy of the CASA program. CASA trains community volunteers to advocate on behalf of youth in foster care in their school, dependency court and community. The Family Connections Advocate will work closely with the dependency court team (Judge, Social Worker, Attorney, and CASA volunteer) and CASA Volunteer Coordinator to increase a foster youth's connections to family and caring, committed adults with the ultimate goal of finding a safe, permanent home. Frequent evening and weekend work is required.

**Description of Duties:**

1. Have a solid working knowledge of all the rules, regulations, and laws that apply to the CASA program.
2. Conduct searches for, locate, engage, and connect foster youth with family members and other caring, committed adults to establish permanent connections for the youth.
3. Facilitate meetings in the family home and a variety of community settings to assess the connection, and provide guidance and support for youth and their families/caregivers
4. Maintain CASA files on a daily basis and assisting with any related statistical and/or evaluation components.
5. Be a part of communicating family finding program and process to social workers and attorneys in the dependency system
6. Promote and maintain a sense of teamwork between CASA, other CAPC staff, Advocates, the Advisory Council, the Court, and other individuals relevant to the successful case management of each case.
7. Will participate in the training of new CASA volunteer advocates on family finding skills and process.
8. Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission and Values.
9. Network with other community agencies and participate when requested, in community and health fairs and other events designed to promote the CASA program.
10. Other duties, both program specific and CAPC related, as assigned.

## **Minimum Qualifications**

Candidates need an understanding of the operation of the foster care system. Must have ability to work independently on research and follow up. Success requires strong diplomacy skills and an understanding of the dynamics of working with volunteers. This position requires the ability to identify the needs of youth, find creative solutions, welcome change, define problems, and evaluate risk. Requires strength in making appropriate decisions based on research, analysis, experience, and personal judgment in a timely manner. Must be a skilled written and oral communicator, as well as an excellent listener. Must bring a positive attitude, enthusiasm, professionalism, compassion, and leadership.

**Education:** Bachelor's Degree in Social Work, Psychology, or related field is preferred.

**Experience:** At least 2 years working with children in foster care required. Prefer candidates with experience working in the area of family finding and connections.

**Knowledge of:** The child welfare system, childhood development, and child abuse issues.

**Ability to:** Gather and analyze data; organize and write reports, read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain working relationships with others; present oneself professionally.

**Technical Skills:** Intermediate knowledge of Microsoft Office (Word, Excel, Access, Outlook, Powerpoint, Publisher).

**Condition of Employment:** Employee shall be required to provide a T.B. clearance (checked every two years), submit fingerprints for Department of Justice Clearance, and provide annually, a DMV record report compliant with the Agency's liability insurance requirements. Employee must have a car, a valid driver's license, and proof of automobile insurance. Employee must demonstrate strong interpersonal skills and the ability to communicate with clients and co-workers in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Available to work on evenings and weekends as required by supervisor.

**Physical Demands:** In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, walk, and hear well is necessary. The employee may also be required to reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. On occasion, the employee may be required to lift and/or move 25 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary.

Physical demands described here are representative of those that must be met by every CAPC employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**To apply, email cover letter, resume and completed CAPC employment application (found on [www.nochildabuse.org](http://www.nochildabuse.org)) to [hr@nochildabuse.org](mailto:hr@nochildabuse.org).**