



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

<b>Job Title:</b>	CASA Program Specialist I	<b>Job Category:</b>	Administrative
<b>Classification:</b>	Community Based Services	<b>WC Code #:</b>	8742
<b>Location:</b>	CASA Office	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$17.00 per hour	<b>Position Type:</b>	Full time; 32 hours
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	CASA Program Director		
<b>Benefits:</b>	9 Paid holidays, 121.6 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

### Applications Accepted By:

E-mail: [applications@alliance4you.org](mailto:applications@alliance4you.org)  
 Subject Line: CASA Program Specialist I  
**Attention:** Human Resources

### Job Description

#### Role and Responsibilities

The CASA Program Specialist I Position will assist CASA of Mariposa County in recruitment, training, and retention of volunteer advocates. This individual will work strategically across the county to recruit volunteer advocates and will assist in training for these volunteer advocates. This individual will also assist with the day-to-day ongoing support of the CASA program.

**Applicants must have at least 5 years of driving experience.** This position is assigned to the CASA Program of the Alliance for Community Transformations to assist with or be responsible for the following duties:

#### Program Duties:

- Develop & distribute recruitment materials across Mariposa County
- Support day-to-day office operations including reception, record keeping, and general maintenance
- Seek out and participate in on-going training opportunities to best serve the foster family population
- Attend and participate in child abuse prevention activities & events held by CASA and other community partners
- Assist with the Respite and Resource Program when necessary

#### Administrative Duties:

- Create and maintain forms, files and documents related to the functioning of the CASA program
- Assist in the facilitation of communication and dissemination of information between all Alliance Programs
- Assist with reports for grants
- Create publicity and marketing tools for CASA program
- Enter and track data needed for CASA

#### Volunteer Support:

- Assist with the recruitment, screening and coordination of volunteers
- Coordinate the 30-hour CASA volunteer training
- Determine program needs and volunteer interests to find appropriate tasks and placements for volunteers with children & youth
- Communicate regularly with volunteers through check-in phone calls, e-mails, and personal appreciation for their efforts





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- Ensure volunteer hours are documented and tracked
- Coordinate on-going training opportunities for volunteers and staff

## **Office Support:**

- Provide coverage of office and phones, as needed

## **Other Duties:**

- Participate in planning, coordinating, and attending agency wide staff meetings and trainings
- May be required to provide transportation to counseling, medical appointments, etc.
- Other duties as assigned

## **Qualifications and Education Requirements**

### **Knowledge of:**

- Office Equipment Operation (phone, fax, copier, etc.)
- General Administrative Principals
- Extensive experience working with children and abuse victims
- Experience in coordinating services
- Computers and Software Programs (Word; Excel; Internet)
- Must complete the court mandated CASA training upon hire

### **Ability to:**

- Be accurate, reliable, punctual, well organized, careful and thorough
- Communicate effectively orally and electronically in writing
- Work effectively with limited supervision and work well with co-workers in a team atmosphere
- Shift gears to meet immediate needs and deadlines
- Prioritize work and exercise good judgment
- Demonstrate comfort and expertise in operating computers and other technology
- Dress and behave professionally in a court of law
- Occasionally work in the evening or on weekend days

### **Education/Experience:**

- High School Diploma; Some college or vocational courses desirable
- Experience working with children and/or young victims of abuse

### **Physical Requirements:**

- Facility to see read and distinguish printed and handwritten documents





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- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer and use adding machine
- Ability to move boxes of files from one location to another; physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Ability to sit for extended periods of time
- Must be able to concentrate for long periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments

**Note:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

**Additional Requirements:**

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver’s license, and DMV clearance

**Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.**

*Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.*

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	6/28/17	Revised Job Description Date:	10/30/2020

**\* Upon Hire, this will be signed and dated by the applicant. \***

Signature

Date

