



Position Description

Type of Position: LINKS Member

Service Dates: Flexible.

Length of Term: Approx. 56 hours per month for 12 months. 675 hours total.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Application Deadline: No set deadline.

Position Title: CASA Program Assistant (1 position)

Project Sponsor: YWCA Clark County; Court-Appointed Special Advocate (CASA) Program (www.ywcaclarkcounty.org.)

Sponsoring Organization's Mission: The mission of YWCA Clark County is to build a community of peace, justice, freedom, and dignity for all people. The YWCA focuses on empowering women, preventing violence and eliminating oppression.

The Clark County CASA Program mission is to provide quality *Guardian ad Litem* representation for children who have been abused, neglected or abandoned and who become dependents on the State of Washington in Clark County. Our primary goal is to provide that representation through recruiting, training, and supporting community volunteers to act as the Court-Appointed Special Advocates for the children.

Project Location: 3609 Main St, Vancouver, WA 98663.

Transportation Information: We are located within walking distance of a C –Tran bus stop. Mileage reimbursement or bus passes will be provided for service related travel.

Position Summary: Court-Appointed Special Advocates (CASAs) are trained community volunteers who represent the best interests of children who are involved with the child welfare and court systems due to abuse and neglect. CASA volunteers take an independent look at the child's situation, provide information to the court and make recommendations about the child's needs. CASAs become the "eyes and ears" of the judges in the community; assuring that foster children don't "fall through the cracks". On May 14, 2009, Clark County CASA had 555 children appointed by the Court to CASA. As of this same date there were 161 children who don't have a CASA to advocate for their needs. More volunteers are needed. Over 90% of the children appointed to CASA fall well below poverty guidelines.

The CASA Program Assistant works directly with the children and families to investigate and monitor cases and assists CASA staff in recruiting more volunteers to act as advocates for the abused and neglected children. The YWCA also aims to inform the community about the issues of abused children, the cycles of abuse, and of child abuse prevention.

General Responsibilities (to include, but not limited to):

1. Direct service as acting CASA: assess/monitor unassigned cases until they are assigned to an on-going volunteer.
2. Communication with parties, reviewing records, investigation, interviewing those involved with the child and family, observing parent-child visits.
3. Documentation, record keeping, data collection and entry.
4. Report writing using established formats and guidelines.
5. May include attending Court hearings/trials; formal and informal court testimony.
6. Assist with volunteer recruitment including outreach to area businesses, philanthropic groups, service and civic organizations, colleges and universities, etc.
7. Update current, and assist in developing new recruitment tools, such as brochures, flyers, and ads.
8. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
9. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
10. Wear an appropriate identifier and required safety gear while performing service or attending official events.

Requirements:

1. Proficiency using Microsoft Office Applications.
2. Must adhere to YWCA's Drug-Free Workplace Policy.

3. Must adhere to YWCA's Confidentiality Policy.
4. Must adhere to YWCA's Policy for Reporting Abuse/Neglect of Children and Vulnerable Adults.
5. 20 years of age or older.
6. U.S. citizen, national or lawful permanent resident.
7. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
8. Ability to commit to the full term of service for which they are applying.
9. Submit to a criminal history background check and National Sex Offender Registry Search.
10. Regular and reliable attendance.

Preferred Qualifications:

1. Minimum of 20 years of age; preferable minimum 21.
2. Able to communicate effectively in English both verbally and in writing.
3. Ability to work well with/build good working relationships with diverse individuals and groups.
4. Common sense approach; positive and problem-solving approach.
5. Able to work well independently and in a team setting.
6. Organizational skills; attention to details.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,800. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).
- Access to all YWCA core trainings on diversity, domestic violence, sexual assault, child abuse, and other related topics.
- YWCA Clark County will work with students and educational institutions to obtain college credit and work study stipend.

How to apply:

Step 1 – Email your resume to links.recruitment@esd112.org and jwaddell@ywcaclarkcounty.org. Include the position title in subject line.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Jo Waddell at (360) 906-9109, or jwaddell@ywcaclarkcounty.org; Heidi Hiatt at (360) 906-9142 or hhiatt@ywcaclarkcounty.org.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson

LINKS

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