

position announcement

casa program specialist

why you'll love working here

we lead by example

We believe in our core values of teamwork, diversity, empowerment, service, commitment, and respect. By using these core values to guide our every-day work and the way we act, we have created and maintain a positive, collaborative, and healthy work environment.

we offer great benefits and perks

We take pride in supporting each YWCA Clark County employee with the benefits and perks they need to maintain a healthy mind and body. Some of these benefits include:

- Generous amount of paid sick, vacation, and personal time.
- Access to our Employee Assistance Program which include free work-life balance assistance, financial planning, childcare assistance, discount programs, and much more.
- Comprehensive and affordable health insurance

we make a difference

Each year, YWCA Clark County programs serve more than 11,800 people who are experiencing domestic violence, sexual assault, homelessness, child abuse and neglect, and oppression, as well as youth in foster care and incarcerated women. All YWCA programs provide the tools and support to improve the lives of individuals and our community by providing empowerment based/survivor centered advocacy.

learn more about the position

pay:	\$17.00/hr	program/department:	CASA
schedule:	Full-time (40 hours per week)	close date:	03/29/2017

Critical Success Factors

We know that our organization is only as good as the employees who staff it. To find the best people for each position, we've determined the critical success factors (or minimum qualifications) a person must have to effectively fulfill this position. Only applicants who clearly meet the below qualifications will be selected to move forward with our interview process.

Required Skills

The requirements listed below are the minimum requirements for this position. In order to secure an interview, your resume must clearly demonstrate that you would be able to effectively fulfill the scope of responsibilities and meet the requirements listed below:

- **Ability to empower:** consistently convey an open, respectful, and solution oriented approach to addressing challenges, completing work tasks, and provide positive and constructive feedback to internal and external persons.
- **Ability to work at a higher level:** put the needs of the CASA's, children, program, and organization above personal needs and demonstrate unwavering integrity and accountability.
- **Ability to maintain strong boundaries:** maintain strong personal/professional boundaries at all time to make sure that work is spent supporting the participants and furthering the mission of the program and organization.
- **Ability to achieve greatness:** good employees make sure the day-to-day work gets done; great employees do so while in a way that fosters communication within their program and their own professional growth.
- **Ability to adapt:** the only constant is change – expecting and being open to change is a critical part of this position and is a necessary component of being in a service oriented field.
- **Ability to lead:** empowering CASA's to direct their work load by modeling appropriate behavior and strong work ethic.
- **Strong project management skills:** maintain a strategic focus while simultaneously managing multiple projects, deadlines, goals, and program needs.
- **Strong problem solving skills:** resourceful and able to resolve challenges while knowing when it's time to stop and ask questions or seek additional guidance.
- **Strong technological skills:** effectively use common software programs (like MS Office, Excel, and PowerPoint) to fulfill position related expectations.
- **Strong soft-skills:** with little to no prompting, adapt work and communication style to mitigate and/or de-escalate crisis, and to best support our participants.
- **Must have current driver license and reliable transportation.**
- **Must be available to work a flexible schedule including occasional weekends and evenings.**

Required Education

A.A./A.S. degree in a related field or equivalent experience in addition to the experience requirements listed below.

Required Experience

- At least six months working within the dependency court system or similar overlapping system.
- At least six months working with at-risk youths and their families.

Day in the Life

We've identified the day-to-day responsibilities linked to each position. In addition to the position specific responsibilities provided below, each YWCA Clark County employee must share responsibility for upholding and modeling the organization's core value on a daily basis.

- Supervise and support up to 40 volunteer Court Appointed Special Advocates (CASAs) who represent the best interests of children in foster care.
- Create and maintain open lines of communication with each CASA in a way that supports their efforts to serve the needs of the children, program, and organization. This includes at least monthly check-ins regarding the status of their current caseload.
- As needed, advocate for a caseload of children in foster care assigned to the CASA Program, maintaining a minimum of monthly contact. Adhere to National CASA Standards and meet CASA's obligations as guardian ad litem under Washington State law.
- Effectively represent current cases in a court setting as required by the Director of CASA.
- Utilize strong de-escalation and communication skills to understand and best support the needs of CASA's and those involved in current cases.
- Respond to questions and concerns from CASA's, co-workers, supervisors, attorneys, commissioners, and other community partners as appropriate, in a timely fashion, and in a manner that supports the mission and core values of the program and organization.
- Document and communicate pertinent, relevant, and appropriate case related information to co-workers, supervisor, social workers, and court officials.
- Establish and maintain a record of impeccable dependability with regards to punctuality and adhering to the policies, practices, and guidelines set by CASA, the court system, and the organization.
- Work effectively with co-workers and colleagues at the shelter and at our community/main office to maintain communication that is both solution oriented and professional.
- Gain approval for, track, and engage in activities that meet the 1% for Social Change requirement.
- Proactively maintain yearly CASA training requirements as communicated by the Director of CASA and YWCA Clark County training requirements as directed by the Director of Human Resources and/or the Director of Programs.
- Be present for and appropriately participate in all CASA meetings, FTDMs (family team decision meeting), all-staff meetings, and other meetings as required and directed. Will require flexibility in working hours.
- Input and maintain case information in CASAManager database

interested? keep reading!

We know that applying for open positions can be time intensive and exhausting. To save you a bit of time, please make sure that the application, resume and cover letter you submit clearly shows that you meet our qualifications. Applicants who don't meet the qualifications will not be invited to move forward with the selection process. Also, please note that any application materials you submit serves as acknowledgement that you've read and understand the information below.

mission based policies

YWCA Clark County actively engages in activities support the elimination of racism, empowerment of women, establishment and maintenance of civil rights for the LGBTQ community, and the pro-choice movement. We expect all paid employees and unpaid staff to demonstrate their commitment to these activities and initiatives during the course of each work day and when representing the organization in an official capacity.

criminal history and background check policies

Any job offer extended is contingent upon successfully passing a background/criminal check. To protect your privacy, only convictions that disqualify you from employment will be disclosed to the Director of Human Resources. We screen for convictions based on the Washington State Legislature's Director's List found [here](#).

Per state law, we are unable to hire persons with:

- Convictions listed in Column A, which are noted as crimes that permanently disqualify
- Convictions listed in Column B, if these convictions have happened less than five years from the offer letter date.

application instructions

To apply for any open YWCA Clark County position, please find our application materials on our website: www.ywcaclarkcounty.org.

Please note the following:

- In order to be considered an applicant, you must submit a fully completed and signed YWCA Clark County application form.
- You may also submit a cover letter, resume and references as supporting materials.
- You may submit your application materials via the following methods:
 - **Email:** hr@ywcaclarkcounty.org
 - **Mail or in person:** 3609 Main Street Vancouver WA 98663
- All qualified applicants will be contacted within two weeks of the position's close date.
- Email hr@ywcaclarkcounty.org if you have not received a response to your application within three weeks of the close date.