

**Be Purpose Driven!**  
**Looking for a career where you can make a difference?**  
**Great news, we are expanding our team!**  
**We're looking for someone to work with children 0-5 years!**



**OPEN POSITION (see attached job descriptions)**

- **1 Opening for Case Supervisor I/Case Supervisor II working with children 0-5 years, Full-Time (position to be filled by either level)**

**CASA OF HUMBOLDT**

CASA of Humboldt is a non-profit, tax exempt 501(c)(3) that was established to serve youth in our community who are in foster care. Since its inception in 1991, CASA of Humboldt has utilized a volunteer-based model of service delivery using Court Appointed Special Advocates (CASAs), sworn officers of the Court, to provide mentorship and advocacy to youth involved with the dependency system.

At CASA of Humboldt, we believe that every child in our foster care system should be inspired and supported to live their best life. The children we serve are at the center of every decision we make and every action we take. By joining CASA of Humboldt, you will have the opportunity to work alongside like-minded professionals, investing in our future and ensuring every foster child in Humboldt County has the nurturing support of a caring adult and the access to the resources needed to thrive.

**OUR TEAM**

We are a vibrant organization that exudes CARE—Collaboration, Adaptability, Respect, and Equity! CASA of Humboldt has a diverse culture, and its staff work together productively to further the mission, vision, and values as well as to build its potential. With this in mind, we are looking for dynamic individuals to join our team.

**PERKS AND BENEFITS**

In addition to a competitive wage structure, we offer a variety of perks and benefits! Self-care is celebrated every day of the year and we support a healthy work life balance. We offer health, dental, vision, paid time off, 14 paid holidays a year, and retirement plan with employer match. Additionally, we have regularly observed “Wellness Days” (paid time off) for staff who work 40 hours a week.

**NON-DISCRIMINATION POLICY**

At CASA of Humboldt, we don't just accept difference — we celebrate it and recognize the value it brings to our kids, CASA Volunteers and employees. CASA of Humboldt is proud to be an equal opportunity workplace.

**APPLICATION PROCESS**

Please submit an application (found at <https://www.humboldtcasa.org/jobs>), current resume, and cover letter addressing your interest in the position and what makes you uniquely qualified. Include your relevant experience

and skills as related to the job description. Please email your application materials to Heather Leigh Stevens at [Heather@humboldtcasa.org](mailto:Heather@humboldtcasa.org).

### **Case Supervisor I**

**Job Summary:** Ensures that children assigned to the program receive the advocacy they need, that the volunteers are supported, and that policies and procedures of the CASA program are followed. Maintains an ongoing advocacy caseload; provides routine contact, guidance, and supervision to CASAs in the exercise of their duties and conducts their annual evaluations, with support as needed; establishes routine contact with all parties involved in a child's case

**Classification:** Non-exempt

**Reports To:** Executive Director

**Expected Hours of Work:** standard business hours Monday- Friday with occasional nights or weekends required

**Salary:** Range of \$23.30/hour to \$32.62/hour depending on experience and qualifications

#### **Minimum Qualifications:**

CASA of Humboldt is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status or genetic information.

#### **Required:**

- Bachelors' degree in child development, psychology, social work, counseling, or related field
- 6 months experience working with children and families
- CA Drivers' License
- Proficiency in computer, technology software, such as Word, Excel, Outlook, Zoom, Adobe, and databases
- Excellent verbal and written communication skills

#### **Preferred:**

- Experience working with children and families involved in child welfare services
- Prior experience navigating and documenting in databases or other online platforms

#### **Essential Functions:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. Adheres to organizational values through collaboration, adaptability, respect and equity (CARE) in all aspects of work.

#### **Quality**

1. Responsible for client caseload according to program standards, including the following: interviewing adults in a child's life, developing case plans, writing and reviewing court reports, attending court hearings/meetings, attending youth appointments/home visits in the community, and providing case management to ensure youth's needs are met
2. Maintains detailed records concerning all contact with volunteers and other parties involved in a child's case as required by program standards, funders, and governing bodies, including documentation in tracking databases
3. Meets program productivity standards as required by local, state, or national guidelines for a caseload of children and/or volunteers (staff and volunteer advocacy)

4. Provides first line support and feedback to ensure volunteers complete their duties according to policies and procedures of the local program and provides their annual evaluations with support as needed; May assist in matching prospective volunteers to youth

**People:** Develops positive working relationships with colleagues, demonstrates clear and effective communication (verbal and written), and keeps private discussions confidential

**Service:** Holds self accountable to providing the highest level of customer service to internal and external customers and is available for work on a consistent and timely basis

**Finance:** Uses time, resources, and supplies responsibly and accurately tracks time worked in appropriate systems

**Community:** Demonstrates support of the mission at CASA of Humboldt and presents a positive and professional image to community partners.

## **Case Supervisor II**

**Job Summary:** Ensures that children assigned to the program receive the advocacy they need, that the volunteers are supported, and that policies and procedures of the CASA program are followed. Maintains an ongoing advocacy caseload of CASA volunteers; Provides routine contact, guidance, and supervision to CASAs in the exercise of their duties and conducts their annual evaluations; Establishes routine contact with all parties involved in a child's case; Provides volunteer training and continuing education; Participates in the processing of referrals for advocacy services, including screening and triage.

**Classification:** Non-exempt

**Reports To:** Executive Director

**Expected Hours of Work:** standard business hours Monday- Friday with occasional nights or weekends required

**Salary:** Range of \$25.63/hour to \$35.88/hour depending on experience and qualifications

### **Minimum Qualifications:**

CASA of Humboldt is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status or genetic information.

### **Required:**

- Bachelors' degree in child development, psychology, social work, counseling, or related field
- 4 years' experience working with children and families
- CA Drivers' License
- Proficiency in computer, technology software, such as Word, Excel, Outlook, Zoom, Adobe, and databases
- Excellent verbal and written communication skills

### **Preferred:**

- Masters' degree
- Experience working with children and families involved in child welfare services

### **Essential Functions:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new

ones may be assigned at any time with or without notice. Adheres to organizational values through collaboration, adaptability, respect and equity (CARE) in all aspects of work.

### **Quality**

5. Responsible for client caseload according to program standards, including the following: interviewing adults in a child's life, developing case plans, writing and reviewing court reports, attending court hearings/meetings, attending youth appointments/home visits in the community, and providing case management ensure youth's needs are met
6. Maintains detailed records concerning all contact with volunteers and other parties involved in a child's case as required by program standards, funders, and governing bodies, including documentation in tracking databases
7. Meets program productivity standards as required by local, state, or national guidelines for a diverse caseload of children and/or volunteers (staff and volunteer advocacy); will be prioritized to serve children, families, and volunteers with the most complex needs.
8. Provides first line support and feedback to ensure volunteers complete their duties according to policies and procedures of the local program and provides their annual evaluations; Responsible for initial training and continuing education for volunteers
9. Participates in processing, screening, tracking, and triaging referrals for advocacy services, including matching to prospective volunteer advocates

**People:** Develops positive working relationships with colleagues, demonstrates clear and effective communication (verbal and written), and keeps private discussions confidential

**Service:** Holds self accountable to providing the highest level of customer service to internal and external customers and is available for work on a consistent and timely basis

**Finance:** Uses time, resources, and supplies responsibly and accurately tracks time worked in appropriate systems

**Community:** Demonstrates support of the mission at CASA of Humboldt and presents a positive and professional image to community partners