

CASA ASSISTANT COORDINATOR
Juvenile Court

The Delaware County Juvenile Court is seeking to hire a full-time, 40-hour per week, Assistant Coordinator for the CASA of Delaware and Union Counties Program. This position is responsible for assisting the CASA Coordinator with all aspects of the CASA Program. **THIS POSITION WILL BE LOCATED IN UNION COUNTY, OHIO.**

Qualifications for this position are as follows:

- High School Diploma, Bachelors in Human Services preferred;
- Prior experience as an active CASA preferred;
- Supervisory experience preferred;
- Ability to communicate effectively, both orally and in writing;
- Public Speaking experience preferred;
- Ability to establish rapport with youth and families;
- Knowledge of and ability to use assertiveness and advocacy skills;
- Knowledge of and ability to use modeling and supportive skills;
- Knowledge of limit setting skills;
- Knowledge of crisis intervention skills;
- Knowledge of local and regional resources/referral services;
- Knowledge of the Juvenile Justice System preferred.
- Must possess a valid Ohio Driver's License and acceptable driving record.

The responsibilities of the position include, but are not limited to:

- Files all progress notes and correspondence/court reports in a timely manner;
- Facilitate a minimum of two monthly group supervision sessions;
- Attends community and fund raising functions as a liaison for the CASA Program;
- Assists with recruiting, screening, interviewing and training of new CASAs;
- Assists with outreach to both Delaware and Union Counties to create awareness
- Monitors progress of CASA volunteer cases;
- Assists with administrative functions of the program;
- Provides scheduled and emergency coverage for the Coordinator;
- Compiles and files required written data reports to the court; and
- Attends meetings, hearings and home visits with CASAs, when necessary.
- Assists with social media sites, website, and data base system

This position has a starting pay range of \$18.00 - \$21.00 per hour.

APPLY ONLINE:

<https://www.applitrack.com/delawarecounty/onlineapp/default.aspx?Category=Juvenile%2fProbate+Court>

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