

Job Title	Courtesy CASA II
Employer/ Agency	Child Advocates of Fort Bend
Job Description	The Courtesy CASA will provide visitation for children appointed by the court to CASA programs. Visitation will supplement a CASA program's ongoing visitation. The facilitator will communicate with CASA programs regarding children seen and consult with CASA programs regarding placements. The Courtesy CASA will support CASA programs across the state and be managed by Child Advocates of Fort Bend in Rosenberg, TX. This opportunity will require extensive travel throughout the state of Texas and out of state at a rate of approximately 90% of total contract time. Hours per week are flexible, will depend on requests from CASA programs and will include some evening work/availability. Principal Responsibilities • Accept requests from CASA programs for supplemental visitation to children in placements that are not geographically near the court of jurisdiction. • Prioritize requests based on an established matrix. • Provide prompt response through in-person contact with children. • Provide additional contact with collaterals involved in the child's case, as needed by the requesting CASA program. • Within current placement, assess the child's safety, relationship with caretakers, needs and well-being. • Maintain records of visits and provide a standardized report back to the requesting CASA program. • Submit documentation of time, travel and hours worked to Child Advocates of Fort Bend. • Compile information regarding RTCs, shelters and other placements during visits onsite and submit quarterly reports on placements to Texas CASA.

Qualifications

Bachelor's or higher level degree in Social Work/Human Services or a closely related field. Experience with CASA and the child protection system. Demonstrated project management skills required. Clear and concise writing skills needed for reports and correspondence. Attention to detail and accuracy essential. Must maintain confidentiality. Must be able to pass required background checks.

Additionally, must have:

- Experience working with children and youth and demonstrated skills at quickly establishing rapport with and good communication skills with children.
- Experience using Microsoft Word and Excel.
- Experience preparing and maintaining narrative documentation of visits concerning individual children seen.
- Experience communicating effectively with people over the telephone, in writing and in person.
- Willingness and ability to work flexible hours.
- Willingness and ability to travel locally and out of state.

Contractor Development, as needed:

- Complete Texas CASA's OCAST training.
- Complete CASA pre-service training.
- Attends trainings related to permanency, trauma informed care, and others as requested by the managing CASA program.
- Develop an understanding of types of placements, levels of care and licensing standards.

Other Requirements

- Submit to a child abuse and criminal background check
- Must complete 40+ hours pre-service training
- Must maintain 12 hours of continuing education annually
- Bending, stooping, reaching and other movement required
- Ability to lift 20 pounds
- Valid driver's license
- Must comply with all city, state and federal laws
- Perform other duties as assigned

Address	5403 Avenue N.
City, State, Zip	Rosenberg, TX 77471
Contact Person	Kimberly Banks
Telephone Number	281-344- 5174
Email Address	HRRM@cafb.org
Application Method	Send cover letter and resume to HRRM@cafb.org
Opening Date	Immediately

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