

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2012-133 **Issue Date:** 09-26-12 **Closing Date:** 10-10-12

**Court Appointed Special Advocate (CASA) Manager**  
**Justice Services Administration**  
**Hourly Wage: DOQ/Full-Time/Regular**

A Court Appointed Special Advocate (CASA) is appointed by the YN Tribal Court to Advocate for the best interest of a child who is alleged to have been abused or neglected. In order to do this, the CASA must investigate the facts of the case; recommend a course of action to the Court, explain the Court's findings to the child, facilitate the resolution of the presenting problems, and monitor progress toward established goals. The CASA Program Coordinators shall provide professional staff support to CASA volunteers ensuring that children involved with the CASA Program receive sound advocacy and early permanency planning. The CASA Program coordinator shall be responsible for overall supervision of volunteers and coordination of cases, including the recruitment, training and retention of CASA volunteers. Upon assignment of a case, review all pertinent documents, interview all parties involved to determine the facts. Investigate alternatives available for the child, such as placement and services, etc. Submit written reports to the court for each court hearing. Appear at court hearing to make recommendations to the court. Continue contacts with child, family, social workers and others to monitor court orders. Bring significant changes in the family situation to the court's attention. Continue follow-up contacts, submit additional reports and make new recommendations as needed, until a final disposition is made.

**Knowledge, Skills and Abilities:**

- Knowledge of and skill in use of a computer and relevant software for reports and documentation.
- Knowledge of and ability to use public speaking skills.
- Knowledge of administration and management.
- Ability to effectively communicate in verbal and written form.
- Ability to maintain strict confidentiality, and follow the organizational chart regarding the chain-of-command.
- Ability to ensure all volunteers are appropriately trained in confidentiality practices.
- Ability to effectively communicate with, facilitate, supervise and motivate CASA volunteers and the importance of their roles.
- Ability to demonstrate a professional attitude of commitment to the goals and missions of the CASA program at all times.
- Ability to establish CASA records pursuant to current court practices.
- Ability to relate well with all types of personalities and entities in order to advocate for the missions and goals of the CASA program within the Yakama community.
- Ability to establish and maintain effective working relationships with other professionals including judges, attorneys, DCFS Social Workers, Nak Nu We Sha, Tribal Court staff, and community providers.
- Ability to maintain objectivity when gathering information and stay apolitical.
- Ability to develop and maintain an interface with community resources to assist with recruitment of volunteers as well as training.
- Ability to promote community awareness for the CASA Program on the Yakama Indian Reservation, ceded areas and off-Reservation Yakama communities.

**General Recruiting Indicators:**

- Must have a Bachelor's Degree in Child Welfare, Public Administration, Psychology, Counseling, Social Services, Law, or equivalent experience and college level course in these fields.
- Required to pass a pre-employment drug and alcohol test.

**Special Requirements:**

- Must have a valid WA State Driver's License, with ability to obtain a tribal driver's permit.
- Required to successfully complete a fingerprint-based criminal background investigation & child abuse & sex offender registry checks. Pass a criminal background check to include RCW 43.43.832 & 43.43.834 that compiles w/DSHS requirements.
- Position may require occasional travel, weekend or evening work. Flexibility with time is essential in the development and success of this program.
- Adherence to the Yakama Nation Law and Order Code, specifically Title 80, Children's Code.
- Must have experience with or demonstrate an overall understanding of issues and dynamics within families in crisis relating to cases of child abuse and neglect.
- Experience preferred in program development, fund raising, public relations, and volunteer management.
- Prior experience working with volunteers is desirable but not required as long as the coordinator can demonstrate the ability to work and facilitate well with all those whom he/she contact's.