



## **COURTESY CASA**

### **GENERAL SUMMARY**

The Courtesy CASA is a contract position with an individual who 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/locations in the Coastal region of the state and be managed by Child Advocates of Fort Bend in Rosenberg, TX.

This contract opportunity will require extensive travel throughout regions of the state, as well as potential travel elsewhere in the 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 parties and collaterals involved in the child's case, as needed by the requesting CASA program.
- Facilitate visits between CASA children and their siblings/families, if requested.
- 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.

### **Contractor Development, as needed:**

- Complete Texas CASA's OCAST training.
- Complete CASA pre-service training.
- Attends trainings related to permanency, PMC, 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.

## **CONTRACT DETAILS**

- The contracts range up to 40 hours a week per contract at \$30.00 an hour. Travel and expenses are payable on top of the hourly rate. Proof of hours, travel including mileage, receipts are to be billed and paid on a monthly basis. Limits on travel expenses do apply. Rental car expense or mileage is reimbursable (whichever is least expensive). Mileage may be reimbursed at \$0.58 a mile or state mileage. Hotel rates are paid at state rate.
- Completion of contract deliverables and duties within the contract scope are required for contract payment.