



YOUTH EMPOWERMENT SISKIYOU

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[YESiskiyou.org](http://YESiskiyou.org)

## EMPLOYMENT OPPORTUNITY

The private non-profit agency Youth Empowerment Siskiyou advocates for youth that have been exposed to trauma and youth who are at-risk of trauma exposure. Our staff and volunteers strive to build and support a strong local community in Siskiyou County, where every child, teen and young adult is and feels safe, loved, and empowered.

### **Our Values:**

**Equity.** Individualized service plans better meet the needs of the people we serve. "One size fits all" may still leave people underserved.

**Evolution.** As community members, we value engagement with our neighbors and strive to be locally responsive. We want to grow together.

**Nurturance.** We believe everyone deserves to be treated with compassion, dignity and empathy. We embrace trauma-informed care.

**Integrity.** We strive for financial and programmatic transparency and encourage our community to hold us accountable in discontinuing the harm that has been caused in the past by child welfare organizations.

*Youth Empowerment Siskiyou is an equal opportunity employer committed to a diverse (multigender, cross-class, multi-racial), collaborative and sustainable work environment. We strongly encourage all to apply (including people of color; lesbian; bisexual; queer; trans and gender nonconforming people; intersex people; and people with disabilities). If reasonable accommodation is needed to participate in the application and interview process, please express that with your cover letter and resume submission.*

**Position:** Advocacy Coordinator

**Reports to:** CASA Program Manager

**Hours:** 40 hours per week/exempt; some remote work possible; some travel throughout Siskiyou County and the state of California required; some evenings and weekends required; on-call shifts required; some overnight shifts may be required

**Wage:** \$22 hourly rate

**To Apply:** Submit signed YES employment application, resume and cover letter to [jobs@yesiskiyou.org](mailto:jobs@yesiskiyou.org) with subject line: "CASA Advocacy Coordinator Employment Interest"; first review of applications scheduled for January 15, 2024 with anticipated start date of February 1, 2024

**Benefits:** Medical, dental and vision insurance with 100% of employee premiums paid by YES; paid holidays, sick and vacation leave; reimbursement for use of personal cell phone

**Description:** The Advocacy Coordinator supports a caseload of volunteer child advocates. Works directly with the Juvenile Court and Social Services Agency representing abused children. Assists with screening, training and retention of volunteers.

**Responsibilities:**

- Provide support and supervision for up to 30 volunteers in their role as child advocates through a minimum of monthly phone or in-person contact and at least twice-yearly face-to-face conferencing.
- Coach volunteers on efforts to establish a mentoring relationship with assigned youth.
- Assist volunteers in identifying areas of advocacy that are needed in the child's life.
- Assist volunteers in the development of advocacy goals for the child.
- Assist volunteers with the preparation of reports for the Juvenile Court, to include the development of recommendations supporting the well-being of the child.
- Provide ongoing case support for volunteers, to include attendance at court hearings and/or case meetings.
- Serve as liaison with social workers, attorneys, care providers, court professionals and others.
- Coach volunteers on navigating the child welfare system and developing collaborative relationships with professionals involved in the case.
- Provide ongoing guidance to volunteers, to assist them in fulfilling their roles and responsibilities in accordance with CASA guidelines and regulations.
- Participate in screening of potential volunteers.
- Collaborate and/or present in training of CASA volunteers.
- Engage in retention efforts with the minimum goal of each volunteer completing their 2-year volunteer commitment.
- Maintain accurate and timely documentation of volunteer performance.
- Maintain CASA and Child records both virtual via computer database and hardcopy files
- Document case activities using a computer database and upload relevant files.
- Attend staff and advocate supervisor team meetings.
- Complete 12 hours of continuing education annually.
- Complete other projects and program tasks as assigned.

**Qualifications:**

- Undergraduate degree in related field (sociology, psychology, human services, etc.) or commensurate experience.
- Leadership experience in a professional or volunteer role.
- Excellent written and oral communication skills.
- Strong technology skills to include Google Apps for Work, Microsoft Office, and general database experience.
- Valid California driver's license and current car insurance.

**Preferred Qualifications:**

- Bilingual English/Spanish strongly preferred.
- Knowledge of child abuse and the child welfare system and/or experience in volunteer management.
- Knowledge of community services addressing the needs of at-risk children and families.
- Experience with or willingness to engage in public speaking.