

JOB DESCRIPTION

POSITION TITLE: Piedmont CASA *Bridges to Success* Coach/Mentor
SUPERVISOR: Program Director

POSITION DESCRIPTION: The *Bridges to Success* Coach/Mentor will be primarily responsible for providing individual, professional support to 15 to 20 CASA youth ages 14 to 18+ through relationship building, problem solving, capacity building and persistence. This job involves working with older youth in foster care to help them develop a comprehensive, holistic and measureable plan and to guide and support youth in their transition to self-sufficiency and living an independent, interdependent life.

Working closely with CASA Supervisors and Volunteers the Coach/Mentor will ensure that our youth receive appropriate support and advocacy services.

QUALIFICATIONS: The *Bridges to Success* Coach/Mentor should demonstrate the following skills and experience:

1. Master's degree preferred, minimum of Bachelor's degree in education, counseling or a human service-related field or equivalent combination of education and experience demonstrating the required knowledge, skills and abilities to carry out the responsibilities of the CASA Coach/Mentor;
2. The ability to communicate with, engage and empower youth ages 14 to 18+ who have open DSS cases and who are being served by Piedmont CASA;
3. Excellent family engagement skills, crisis intervention skills, ability to work well under stressful situations, ability to set well-established boundaries, ability to be compassionate, yet firm and the ability to exercise sound judgment at all times;
4. Demonstrated ability and success with developing positive and purposeful relationships with agencies, people and youth that lead to positive outcomes;
5. The ability to work cooperatively with different types of personalities and individuals of diverse racial/economic/cultural backgrounds;
6. Knowledge and understanding of issues and dynamics within families relating to child abuse and neglect; knowledge of child development; knowledge of the impact of trauma on children, youth and adults;
7. Knowledge of the child welfare, education and/or court systems;
8. Excellent oral and written communication skills that include well developed public speaking and presentation skills;
9. Highly organized, self-motivated, team player;
10. The ability to participate in and deliver training;
11. Basic knowledge of computers and word processing;
12. Commitment to Piedmont CASA's mission and program goals; and
13. Belief that all youth can succeed and that it is 'never too late' to help an individual change direction.

DUTIES AND RESPONSIBILITIES:

TRAINING (10%):

1. In partnership with other team members participate in pre-service CASA training in accordance with Piedmont CASA's approved curriculum and ongoing training to Volunteers and the community.
 - Deliver relevant material to training classes involving a broad range of audiences; and
 - Evaluate and monitor relevant training programs.

CASE MANAGEMENT (75%)

1. Engage 15 to 20 CASA youth ages 14 to 18+ in the development of independent and interdependent living skills; participation in case planning; education; and the improvement of soft and hard life management skills.
 - Set up and maintain up-to-date case files that record the work done and progress of each youth including the entry of all relevant information into CASA Manager;
 - Meet and/or contact youth at least bi-weekly;
 - Assist young adults with educational planning, career planning,

daily living skills, money management, and self-care;

- Assist youth in establishing significant, positive adult connections, advocate for services and ensure youth is linked to all other community resources available;
- Develop and maintain collaborative relationships with key members of the case management team to expand opportunities and support successful outcomes- including but not limited to Departments of Social Services, schools, foster care providers and community partners;
- Conduct Independent Living Assessments annually for the duration of the case and utilize them as the basis for a strength based conversation that actively engages the youth in the process of developing goals;
- In partnership with youth over age 16 and his/her team develop transition plans which should build upon earlier efforts;
- In partnership with youth age 17.75 and his/her team develop the 90 Day Transition plan which should build upon earlier efforts; and
- Adhere to Piedmont CASA's case management protocol.

2. Work in partnership with CASA Supervisors and Volunteers to ensure that CASA youth receive appropriate advocacy and support for the duration of each case.

- Be an active resource for CASA Supervisors and assigned Volunteers.
- Attend court hearings, home visits, treatment team meetings and family partnership meetings, and other case related meetings as needed;
- Contribute relevant information to Court reports;
- Enter all relevant data into CASA Manager;
- Provide collegial support to fellow team members as needed;

PROGRAM SUPPORT (15%)

1. Perform duties as assigned by the President & CEO including, but not limited to:

- Serve as CASA's designated liaison to Project Serve;
- Serve as CASA's designated liaison to PVCC's Great Expectations Program;
- Serve as CASA's designated liaison to VA Foster Care Alumni Association;
- Serve as a liaison to community agencies and spokesperson for Piedmont CASA as needed;
- Provide office coverage as needed;
- Prepare articles for grants and publications as requested;
- Assist in financial record-keeping duties in accordance with Financial Procedures;
- Participate in program staff meetings;
- Participate in Board meetings as needed;
- Participate in program and staff evaluation;
- Participate in special events and Volunteer support, recognition functions;
- In partnership with other team members, plan and coordinate advanced training and in-service training opportunities for CASA Volunteers
 - Identify outside speakers or utilize community presentations
 - Assist in obtaining facility, supplies and refreshments
 - Facilitate in-service classes
- Enter all relevant data into CASA Manager

2. Pursue professional development opportunities

- Maintain knowledge of current significant theory, literature and resources
- Synthesize and transmit current knowledge to team members and Volunteers
- Attend current training as time and funding permits, with a goal of 20 hours per year
- Participate in CASA Network and DCJS training and meetings when relevant.

The CASA Coach/Mentor position is one held by more than one individual, and duties and responsibilities will be allocated between team members as determined by the Program Director and President & CEO. Nevertheless, each CASA Coach/Mentor must possess the skill and ability to accomplish the tasks defined in the CASA Coach/Mentor job description.

Applicants must submit a cover letter, resume and three job specific letters of reference to BridgestoSuccess@pcasa.org.

Applicants must complete a thorough background check conducted at the national, state and local levels.

EQUAL OPPORTUNITY

Piedmont CASA prohibits harassment and/or discrimination of any applicant or employee on the basis of race, religion, color, gender, national origin, disability, sexual orientation or any other basis made illegal by the laws of the United States or of the State of Virginia.