



600 Union Ave., Suite 204  
Fairfield, California 94533  
Phone: (707) 421-2272 Fax: (707) 474-3761

**POSITION:** Waitlist Manager  
**REPORTS TO:** Executive Director  
**SALARY:** \$27-\$29 per hour DOE  
**BENEFITS:** May include Health, dental, life insurance, 403b plan and more

**SUMMARY:**

The Waitlist Manager is full time, in office position and responsible for managing the children and youth on the waitlist for Court Appointed Special Advocates (CASA) of Solano County. Waitlist Manager is responsible for engaging youth who are not currently assigned to a CASA Volunteer and for whom we still need to advocate and provide support. A connection benefits the youth and prevents them from languishing in care without the support CASA can provide.

**RESPONSIBILITIES:**

- ❖ Managing all waitlist cases in database.
- ❖ Assignment to all waitlist cases and track assignments.
- ❖ Visit each new waitlist child upon assignment and regularly after initial visit.
- ❖ Advocate on behalf of all waitlist children & youth and provide resources for waitlist children & youth.
- ❖ Provide accurate reporting to court at each status review hearing.
- ❖ Engage newly assigned CASA advocates with cases upon transfer.
- ❖ Provide secondary advocacy for youth who are assigned to a “Buddy”.
- ❖ Engage waitlist youth in regular CASA activities.
- ❖ Provide support to youth who reside out of county.
- ❖ Perform other duties as needed.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

- ❖ Excellent interpersonal skills and ability to relate to culturally diverse backgrounds.
- ❖ Ability to work independently under general supervision and make decisions based on established procedures.
- ❖ Ability to maintain strict confidentiality and strong attention to detail.
- ❖ Ability to adapt to a changing environment with the ability to respond to and manage crisis with professional, calm, mindful, and respectful approach.
- ❖ Ability to gather data, compile information, and prepare accurate reports.
- ❖ Ability to make administrative/procedural decisions and judgments.
- ❖ Maintain knowledge of current issues and resources.
- ❖ Strong oral and written communication; including telephone etiquette and follow up.
- ❖ Current working knowledge of *Microsoft Office, Microsoft 365*. Ability to work in CASA database.

## **EDUCATION:**

- ❖ Work requires skills normally acquired through a bachelor's degree in a related field, so a Bachelor's Degree is preferred.
- ❖ However, will substitute an equivalent combination of relevant education and/or experience. Work generally requires two years of related experience in human services or service as a CASA volunteer.
- ❖ Working knowledge of the juvenile and child welfare system or social services is a plus.

## **REQUIREMENTS:**

- Criminal justice fingerprint clearance.
- Valid driver's license.
- Travel (primarily within Solano County).
- Ability to work evenings and weekends.
- Physically able to lift and/or move supplies or equipment.

## **APPLY:**

- Please send a resume and cover letter to [jobs@casasolano.org](mailto:jobs@casasolano.org).
- No calls please.
- All applications will be treated with the utmost confidentiality.
- The position is open immediately and will remain open until filled.
- Our organization is committed to diversity and a workplace environment that respects, appreciates, and values employees from all backgrounds; candidates of color are strongly encouraged to apply.

This position requires interaction with the public and program participants, therefore a COVID-19 vaccination is highly recommended.

CASA of Solano County is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. CASA of Solano County will not tolerate discrimination or harassment based on any of these characteristics. CASA of Solano County encourages applicants of all ages.