

Market Range Detail - CASA Coordinator

Effective Date

October 17, 2011

Market Range Title Description

Positions in this market range title are responsible for all aspects of volunteer management including recruitment, screening, selection, training, supervision, assessment, case management, retention and recognition for the volunteers within the Court Appointed Special Advocate (CASA) program within Maricopa County Juvenile Court. The CASA's role is to advocate for the best interests of children who have been legally removed from their homes due to parental abuse, neglect or abandonment.

Supervising the activities of a caseload of CASA volunteers ensuring accountability and compliance with program requirements including assigning cases, monitoring performance and advocacy efforts, reviewing court reports and other work, and providing general and specific guidance in the course of daily work. Developing, facilitating and maintaining a volunteer recruitment plan. Reviewing and screening applicants and accepting volunteers in accordance with program plans and needs. Developing and providing both initial and ongoing general and specialized training for volunteers as required by CASA Program requirements. Monitoring changes and/or revisions to laws to maintain accurate training materials and information. Reviewing dependency petitions per statute to assess which cases could benefit from volunteer assignments and facilitating placement of volunteers in those assignments. Serve as a liaison between CASA volunteers and other groups, including the judiciary, stakeholders and community agencies. Establishing and implementing reporting and record-keeping processes associated with program functions; updating and maintaining a variety of files, records and other documents. Compiling and preparing required documentation and statistics for monthly/quarterly reports. Assisting with increasing public awareness of CASA Program through community events, media outreach, and identifying and building collaborations with appropriate community resource agencies. May attend dependency hearings and/or assist with mediation regarding child welfare issues.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$15.06	\$21.00	\$26.93

Likely Minimum Qualifications

- Bachelor's degree in behavioral/social science, juvenile justice or related field.
- Equivalent combinations of education and experience may be substituted for educational requirement.

Working Titles

- CASA Volunteer Coordinator

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.