

CONTRACTUAL OPPORTUNITIES

DESCRIPTION

Type: Independent Contractor
Department: CASA
Location: Lincoln Hall of Justice, 1025 E. Forest, Detroit, MI
Contract Term: Through September 30, 2020
Hours: Up to 20 hours per week
Rate: \$15.39 per hour
Posting Period: February 7, 2020 – Until Filled

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- Bachelor's Degree in criminal justice, sociology, or psychology.
- Experience working with neglected children or families in crisis.
- Experience in using MS Office Suite and relevant software and systems.

SCOPE OF SERVICES

Under the **general** supervision of the CASA Program Director, the **Contractor**, provides professional staff support to CASA volunteers, ensuring that children involved with the CASA program receive sound advocacy, and early permanency planning. The principal responsibilities of this position include, but are not limited to the following:

1. Assists with identification and evaluation of needs and the development and implementation of policies, procedures and programs, making recommendations as appropriate.
2. Meets as needed with volunteers regarding operational goals, status changes and other pertinent information.
3. Screens, interviews, and trains new volunteers.
4. Reviews new cases and assigns appropriate volunteers, in consultation with the Program Director.
5. Prepares and distributes assignment documents.
6. Assists in the development of the initial case planning and on-going strategies for advocacy.
7. Assists with maintaining case files.
8. Assists in tracking court dates for volunteers.
9. Attends scheduled court hearings.
10. Provides assistance and consultation for volunteers as required, including assistance with report formatting and writing.
11. Reviews and distributes reports.
12. Assists in maintaining accurate program statistics.
13. Participates in volunteer evaluations as assigned by the Program Director.
14. Attends initial training of new volunteers, as well as in-service training, and assists with coordination of activities.
15. Assists in volunteer appreciation events.
16. Provides office coverage, as requested by the Program Director.
17. Attends conferences, seminars, training, and/or meetings, as requested.
18. Performs other duties as required.

FOR CONSIDERATION

Submit cover letter and resume at www.3rdcc.org under the Contractual Opportunities link.

APPLICANTS CONSIDERED FOR PLACEMENT AS AN INDEPENDENT CONTRACTOR WITH THIRD JUDICIAL CIRCUIT WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION, PHYSICAL EXAMINATION, INCLUDING DRUG SCREEN.