



Canopy Center

Dane County CASA • Oasis • Parent to Child

January 2020

Dear Applicant:

Thank you for your interest in the position of CASA Case Coordinator (full time) for the Canopy Center, Inc. Enclosed you will find information about the position as well as materials to be completed as part of your application.

A complete application must include the following items:

- Cover letter
- Résumé
- List of three professional references
- Completed application questions
- Completed release statement/background check authorization
- Completed federal reporting form

Applications may be submitted to the following addresses:

Mail

Attn: Human Resources
Canopy Center, Inc.
2445 Darwin Rd., Suite 15
Madison, WI 53704

Email

martia@canopycenter.org

The position will be posted until filled.

Sincerely,

Donna Fox, MSSW, CAPSW
Executive Director

Enclosures

The Canopy Center is committed to continuously improving its environment to be one that is equitable and diverse. The Canopy Center celebrates the expression of individuality, intersectionality, and all identities among all staff and clients.

CANOPY CENTER, INC. JOB ANNOUNCEMENT

CASA CASE COORDINATOR (full time)



AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.
Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

PROGRAM DESCRIPTION

The mission of Dane County CASA is to be an independent voice for abused and neglected children who are under the legal protection of the Dane County Court System. We do this by training, supporting and supervising community-based volunteers who advocate for these children in the community and in the courts with the goal of establishing them in safe, permanent homes as soon as possible. Each year, CASA infuses thousands of hours of volunteer work by supporting advocates who visit with their assigned child weekly. Achieving this mission requires that we maintain good working relationships between the Dane County Juvenile Courts, the Dane County Department of Human Services (DCDHS), and the Dane County CASA Program.

POSITION SUMMARY

The Case Coordinator provides professional staff support to CASA volunteers and leads advocacy initiatives for the children served by the CASA program. The Case Coordinator is responsible for volunteer supervision and coordination of CASA services on cases, including attending all court hearings for children on caseload. The Case Coordinator also provides general program support in the form of community outreach, training of volunteers, stakeholder relations, and volunteer recruitment.

QUALIFICATIONS

The Case Coordinator position requires the ability to communicate with, supervise, and empower volunteers to be effective in their role; the ability to work cooperatively with different personality types; knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect; comfort level with appearing in court on behalf of CASA and working with families, social workers and legal parties; and excellent writing and proof-reading skills.

DUTIES

Volunteer Supervision

- Assist in the recruitment, screening, interviewing and training of new volunteers; assist in arranging continuing education opportunities for current volunteers
- Assist with diversity efforts
- Accept new cases and assist with assignment of appropriate volunteers, in consultation with the Program Director
- Review and submit volunteer court reports
- Accompany volunteers to first visits with assigned child
- Provide support and assistance to volunteers, including emergency support as necessary nights and weekends
- Conduct annual feedback meetings with active volunteers as applicable
- Participate in volunteer evaluations as assigned by the Program Director
- Assist with volunteer appreciation efforts
- Develop and manage Peer Coach volunteer programming

Program

- Prepare and distribute case assignment documentation
- Help develop initial case plans and ongoing strategies for advocacy
- Maintain case files in office
- Maintain case tracking database
- Attend all court hearings on caseload and track court dates
- Attend team meetings or other engagements when volunteers are unable to attend or need support

- Correspond with other professionals on cases when volunteers need assistance
- Assist in tracking program data, statistics and/or compiling reports as requested
- Assist with community outreach and stakeholder relations activity
- Assist on general CASA matters as needed, including special events
- Assist in developing program improvements and initiatives, including sub-programming areas such as teen programming, 0-5, and educational advocacy
- Attend staff meetings and assist in the evaluation and improvement of the program
- Work with CASA staff on child advocacy best practices
- Provide program coverage as assigned by the Program Director
- Attend conferences/seminars/meetings as needed or requested by the Program Director
- Participate in performance evaluations of this position as directed by the Program Director
- Other duties as assigned

HOURS REQUIRED

40 hours per week, generally typical business hours. One evening per week required during volunteer training (7-week initial trainings 2-3 times per year and once monthly continuing education training). Potential evening hours when in-home family visits are scheduled. Availability as necessary nights and weekends by phone to support volunteers in rare cases when an urgent need arises.

OTHER REQUIREMENTS

- High school diploma plus five or more years of work history.
- Bachelor-level or advanced degree in social service-related field or equivalent combination of education and experience, preferred but not required.
- Access to a vehicle and ability to drive to courthouse and attend court hearings, attend in-home visits for children on caseload with volunteers.
- Ability to lift up to 25 lbs.

SALARY AND BENEFITS

\$37,440-\$43,680 annually based on qualifications. Long-term disability and life insurance policy premiums paid in full by agency. Health insurance is available for employees working 30 or more hours per week, with single coverage paid 90% by the agency. SIMPLE IRA payroll contribution available with agency match. A full Benefits Summary is included in the application packet.

TO APPLY

Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact the Human Resources Manager at martia@canopycenter.org to receive an application packet. Must return cover letter; resume; a list of three professional references; answers to application questions; completed employee verification, authorization, and release statement and background check authorization; and completed federal reporting form. Position will be posted until filled.

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CANOPY CENTER, INC.
Application Questions
CASA Case Coordinator (full time)

Instructions:

Please include the following information when you submit your cover letter and résumé for the CASA Case Coordinator position at the Canopy Center.

1. Basic Qualifications of Position – please CLEARLY state how you meet the qualifications either on a separate form or within your cover letter and résumé:
 - a. Ability to communicate with, supervise, and empower volunteers to be effective in their role.
 - b. Bachelor-level or advanced degree in social service-related field or equivalent combination of education and experience, preferred but not required.
 - c. Ability to drive to courthouse and attend court hearings, attend in-home visits for children on caseload with volunteers.

2. Please answer the following questions:

- a. Are you proficient in Microsoft Office (specifically, Word and Excel) and willingness to learn new software for client health information management as needed? PLEASE NOTE, A BRIEF COMPUTER COMPETENCY TEST WILL BE GIVEN PRIOR TO INTERVIEW.

____ Yes ____ No

- b. If required, do you have a valid Wisconsin driver's license?

____ Yes ____ No

- c. Have you been placed on probation, parole, released from incarceration, or paid a fine for a misdemeanor or a felony? Please note a conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.

____ Yes ____ No

- d. The hours required for this position are: 40 hours per week, generally typical business hours. One evening per week required during volunteer training (7-week initial trainings 2-3 times per year and once monthly continuing education training). Potential evening hours when in-home family visits are scheduled. Availability as necessary nights and weekends by phone to support volunteers in rare cases when an urgent need arises. Staff meeting second Wednesday of each month at noon. Do you have any ongoing schedule conflicts with the times above?

____ No ____ Yes, please specify _____

Are there any days/times you are NOT currently available to work?

____ No ____ Yes, please specify _____

- e. How did you learn of the position opening with our agency?

____ Agency website
____ Job Announcement posting – if so, where? _____
____ Word of mouth
____ Other _____



CANOPY CENTER, INC.

Employee Verification, Authorization & Release Statement

I certify that the information provided by me in my application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to my immediate dismissal, and I agree that Canopy Center, Inc. shall not be held liable in any respect if my employment is terminated for that reason. You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history. I authorize the companies, schools, and persons that I have identified in my application or resume, or any references provided separately, to give any information requested regarding my employment, character, and qualifications, and release and hold harmless Canopy Center, Inc., and the companies, schools, and persons from any liability.

Signature

Date

Printed Name

Background Check Disclosure and Authorization Form

In the interest of maintaining the safety and security of those we serve, Canopy Center, Inc. will order a "consumer report" (a background report) on you in connection with your application to be employed by or volunteer with Canopy Center.

The background check will be conducted by an outside company, which will prepare a background check report for Canopy Center. Information on the company, including contact information, can be obtained from Canopy Center.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; and credit reports. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews). The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting Canopy Center. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

Authorization for Background Checks

After carefully reading this Background Check Disclosure and Authorization form, I authorize Canopy Center to order my background report, including investigative consumer reports.

For purposes of the background report, I authorize the following agencies and entities to disclose all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal state and local courts; the military; credit bureaus; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, and professional credentials and licenses.

I agree that Canopy Center may rely on this authorization to order background reports, including investigative consumer reports, without asking me for my authorization again as allowed by law. I also agree that a copy of this form is equally as valid as the signed original. I certify that all of my personal information on this form is *true and correct*, and I understand that dishonesty could disqualify me from consideration for employment or volunteer opportunities with Canopy Center.

Last Name _____ First _____ Middle _____

Maiden/Other Names _____

Social Security Number _____ DOB _____

Gender: Female Male Other

Race: American Indian or Alaskan Native Asian or Pacific Islander Black White Other

Addresses Within the Past Seven Years (use a separate sheet as needed):

Present Street Address _____

City/State/ZIP _____

Prior Street Address _____

City/State/ZIP _____

From ____/____/____ To ____/____/____ (Month/Day/Year)

Prior Street Address _____

City/State/ZIP _____

From ____/____/____ To ____/____/____ (Month/Day/Year)

<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>
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CANOPY CENTER, INC..

Federal Government Reporting Form

The following information is requested to meet requirements for federal government reporting, payroll and fringe benefits, procedures, and research purposes. In responding, applicants will know that the data will be used for these purposes only and that federal, state, and county laws forbid discrimination based on age, sex, race, religion, handicap or ethnic group.

Name _____ Sex Female____ Male____ Other____

Current Date _____ Date of Birth _____

Position applied for _____

Disability, if any Yes____ No____

Ethnic/Racial Background Alaskan Indian _____

African American/Black _____

American Indian _____

Asian _____

Hispanic/Latino _____

White/Caucasian _____

Armed Forces Veteran Yes____ No____



CANOPY CENTER, INC.

Benefits Summary

Health-Vision Insurance Agency-sponsored policy available to all regular employees, 30 hours or more, with a premium paid 90% by the Agency for the single coverage. Employees wishing to add a spouse, domestic partner or dependent will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 11/18/14)*

Dental Insurance Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. Employee must choose a primary dentist from the Dentist Provider list. Diagnostic, preventative and restorative services are covered at 100%; extractions, endodontics (except wisdom teeth, covered at 50%) and periodontics are covered at 80%; and major restorative, prosthodontics and orthodontics (for covered family members age 18 and under) are covered at 50%. There is an annual non-orthodontic maximum of \$1,200. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

Group Life Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees may begin coverage on the first day of the month following 3 months of employment.

Long-Term Disability Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees. *(Amended 9/1/05)*

Retirement savings: Simple IRA plan available to all employees after one year of employment if they have earned a minimum of \$5,000 during that year, and who are expected to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if employee makes personal contributions to the plan. *(Amended 3/1/17)*

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits and withdrawal restrictions are dependent on each employee's individual situation. *(Amended 11/18/14)*

Flexible Spending Account Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to cover the cost of certain out-of-pocket expenses for themselves and their dependents. Annual limit of \$2500 for medical reimbursement and \$5000 for dependent care and may rollover up to \$500 each year. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 1/1/14)*

Employee Assistance Program (EAP) Available to all employees and interns and their family members. The EAP funds up to five short-term counseling sessions through an independent agency, and can assist with many personal, family, and/or job-related stressors and challenges. It is 100% funded by the agency and strictly confidential. *(Amended 2/27/2019)*

AFLAC Insurance Available to all employees (if taking short-term disability policy, employee must be 30 hours or more). Existing employees may sign up for coverage at any time if the premium is being deducted from payroll post-tax. To deduct the premium pre-tax, employees must sign up for coverage during open enrollment each December. A representative from AFLAC Insurance will meet individually with each employee to review insurance options.

Paid Vacation Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

80 hours or 2 weeks during first year of employment

120 hours or 3 weeks during second and third year of employment

160 hours or 4 weeks during the fourth and subsequent years of employment

Paid Sick Time Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick leave per year. Sick time is carried over from one year to the next until the amount of sick time available equals a maximum of 12 weeks (or 480 hours for 40-hour employee).

Paid Holiday Time Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 84 hours of Holiday pay per year (this includes time for two personal holidays).

Compensatory Time Available to all regular salaried employees. Compensatory time may be given for hours worked over the number of typically scheduled hours, with **prior** approval from supervisor. Maximum Compensatory time accrued shall not exceed one week of normal hours (40 hours for full-time employee). Compensatory time must be used before any other accrued time is used (vacation, holiday or sick). Compensatory time not used within two months will be lost.

Staff Health and Wellness Fund Available to all employees and interns. The Staff Health and Wellness Fund provides for activities that enhance mental, physical, social, and emotional health for staff, thereby resulting in improved individual well-being, productivity, and morale, as well as connection and camaraderie among all staff. Funds are used for activities for all staff and for specific program staff. *(Amended 2/27/2019)*

Continuing Education Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. In addition to conference fees, travel, lodging, mileage, and work hours will be covered by the agency.

Pay periods Employees are paid on the 15th and last day of each month.