



## JOB POSTING

<b>Job Title</b>	Child Home and School Visitor
<b>Location/Department</b>	CASA (Court Appointed Special Advocate)
<b>Supervisor</b>	CASA Program Director
<b>Salary &amp; Benefits</b>	Base Salary: \$38,206 Full-time position – 32.5 hours per week Grant funded position – includes PERF (Retirement), Life & Disability Insurance – does NOT include medical insurance
<b>To Apply</b>	Please drop off completed applications to:  Delaware County Human Resources Department 100 W. Main St. Room 300 Muncie, IN 47305  A copy of the application and resumé must also be submitted to: Emily Anderson Delaware County Court Administrator 3100 S. Tilltson Ave., Ste.190 Muncie, IN 47302
<b>Application Deadline</b>	Applications will be accepted until position is filled  Position Available: June 27, 2025



# Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> Child Home and School Visitor	
<b>Department:</b> Courts	<b>Position Fund Account No.:</b>
<b>Division:</b> CASA	<b>Job Category:</b> COMOT
<b>Work Schedule:</b> As Assigned	<b>Job Grade:</b>
<b>Reports to:</b> Staff Advocate Supervisor	<b>Status:</b> Full-time
<b>FLSA Status:</b> Non-exempt (OT eligible)	<b>Effective Date:</b> November 2023 <b>Re-evaluation Date:</b>

**To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.**

Incumbent serves as Child Home and School Visitor for the Delaware County Courts, responsible for providing professional CASA representation on cases involved with Juvenile Court through consistent and ongoing contact with children that are waiting to be assigned to CASA volunteer advocate.

## **DUTIES:**

Manages case loads including accepting assignment of children, coordinating case activities, and observing visits between parents and children.

Communicates with Department of Child Services (DCS) and other agencies for case updates.

Reviews each child's case files and gathers additional documentation and information. Initiates contact with the child and their caregivers and completes Wellness Assessment as assigned.

Performs visits with children in their educational or daycare setting, prepares report of findings and activities, documents child's wishes or concerns, and assists in resolving ongoing issues that impact the child's mental or physical wellbeing.

Participates in sharing case information and developing on-going strategies for court advocacy.

Notifies supervisor of significant changes in child's situation.

Participates in provider and family meetings of assigned cases.

Assists with transfer of assigned cases to CASA Volunteer Advocate when appropriate.

Assists with preparation of motions and/or petitions and reports as needed.

Maintains updated school records contact list.

Attends court evidentiary hearings of assigned cases, taking notes, updating attendance for court hearing list, and providing information with judicial officer.

Testifies in legal proceedings and court as required.

Performs other Department position duties through regular cross-training to maintain Department efficiencies.

Performs other duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE. College degree or three (3) years of experience in legal or social services field, criminal justice, social work, psychology, social services, or related field preferred.

Must be at least 21 years of age.

Ability to meet all hiring and retention requirements, including passage of a drug test, FBI fingerprinting, and CPS background check.

Possession of and/or ability to obtain Court Appointed Special Advocate certification and additional 12 hours annual training to maintain.

Working knowledge of Indiana statutes regarding family and juvenile law and understanding of legal system.

Working knowledge of social agencies and services available to Delaware County residents and ability to assess children's needs and make effective and appropriate referrals.

Working knowledge of policies and procedures of Department of Child Services.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents, correspondence, and detailed reports as required.

Knowledge of and ability to understand issues and dynamics within families in crisis relating to child abuse and neglect.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to properly operate standard office equipment, such as computer, telephone, fax machine, and printer.

Ability to provide public access or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, DCS, service providers, law enforcement agencies, attorneys, medical providers, businesses, courts from other counties, foster parents, residential facilities, schools, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile or violent persons.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things, compile, analyze, and evaluate data, make determinations, and takes action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and often under time pressure.

Ability to apply knowledge of people and/or locations and plan and layout assigned work projects.

Ability to be cross-trained to perform duties of Department staff.

Ability to prepare and deliver programs and/or presentations.

Ability to testify in legal proceedings and court.

Ability to occasionally work extended, weekends, and/or evening hours, and regularly travel out of town for visits, sometimes overnight, and occasionally respond to emergencies on 24- hour basis.

Possession of a valid driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent is responsible for performing duties within the guidelines of Department, with work checked by supervisor for accuracy and conformity with policies and procedures. Work is reviewed primarily for attainment of objectives and compliance with Department policy. Undetected errors could lead to loss of time and money.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, other County departments, DCS, service providers, law enforcement agencies, attorneys, medical providers, businesses, courts from other counties, foster parents, residential facilities, schools, and the public, for purposes of exchanging information, rendering service, instructing, and mentoring.

Incumbent reports directly to Staff Advocate Supervisor.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties primarily in home visits and in a vehicle, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, keyboarding, reaching, close/far vision, speaking clearly, hearing sounds/communication, handling/grasping objects, and driving. Incumbent may be exposed to hostile/irate persons.

Incumbent is occasionally required to work extended, weekends, and/or evening hours, and regularly travel out of town for visits, sometimes overnight, and is occasionally required to respond to emergencies on 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Child Home and School Visitor for the Delaware County Courts describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name