

CASA for York Country Staff Orientation

CASA for York County staff will be taken through the following orientation subjects upon starting employment with CASA for York County.

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**Executive Director Orientation Agenda**:

1. Read CASA for York County Mission Statement.

*“CASA for York County supports and provides volunteer advocacy for abused and neglected children, enabling them to thrive in a safe, permanent home”*

1. Address primary responsibilities:
	1. Volunteer recruitment
	2. Volunteer training
		1. Conduct 30-hour pre-service training
	3. Volunteer supervision
		1. Be available for consultation, answer questions
	4. Monitor 3(a) juvenile abuse/neglect cases
		1. Attend court for 3(a) youth
		2. Properly assess and file pertinent court documents
	5. Staff recruitment
	6. Staff training
	7. Fundraising
		1. plan and coordinate fundraising activities, brainstorm and implement new fundraisers
	8. Grant writing
		1. seek out and apply for grant funding
	9. Professional networking
		1. build relationships with caseworkers, attorneys, judges, etc.
	10. Child welfare advocacy
		1. advocate for CASA and child welfare by serving on boards, committees, etc.
	11. Be the "Face of CASA"
		1. be a constant champion and advocate for the work of CASA, educate the public, and present self in a manner that reflects CASA's mission

**Volunteer Coordinator Orientation Agenda**:

1. Read CASA for York County Mission Statement.

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1. Address primary responsibilities:
	1. Volunteer recruitment
	2. Volunteer training
		1. Conduct 30-hour pre-service training
	3. Volunteer supervision
		1. Be available for consultation, answer questions
	4. Monitor 3(a) juvenile abuse/neglect cases
		1. Attend court for 3(a) youth
		2. Properly assess and file pertinent court documents
	5. Submit documentation to the Court
		1. Ensure volunteers produce quality and timely reports for the court’s review
	6. Ongoing training (Volunteers)
		1. Provide volunteers with opportunities for continued training
		2. Provide quarterly volunteer support opportunities
	7. Ongoing training (Volunteer coordinator)
		1. Seek out and participate in trainings related to child welfare
		2. Stay up to date on best practices, juvenile law, etc.
	8. Volunteer review
		1. Conduct annual reviews with all volunteers
	9. Develop relationship with community partners
		1. Engage in groups, clubs, organizations, etc. that are pertinent to child welfare
	10. Perform other duties as assigned by the Executive Director

**Administrative Assistant Orientation Agenda**:

1. Read CASA for York County Mission Statement.

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1. Address primary responsibilities:
	1. Monitor office entrants
		1. Greet volunteers, children, parents, etc. who may enter the office
		2. Alert necessary staff that guests are present
	2. Answer the phone and direct calls
	3. Case data entry
		1. Enter needed case information into CASAmanager system
	4. Monitor mail
		1. Open and sort mail
		2. Send mail
	5. Bank deposits
		1. Fill out deposit slips, bank deposits
	6. Track donor information
		1. Names, address, amounts, dates, designations, etc.
	7. Supply management
		1. Make note of needed office supplies, order and stock as needed
	8. Community engagement
		1. Represent CASA at fundraisers, promotional events, etc.
	9. Perform other duties as assigned by the Executive Director