



The Volunteer Center of Sonoma County has an immediate opening for a Caseworker in our Court Referral Program. The Court Referral Program Caseworker is responsible for the interviewing and placement of persons referred to the Volunteer Center by the courts to do community service in lieu of fines and/or jail or as a condition of their sentence.

This is a part-time, 24-hour per week position, working Mondays, Thursdays and Fridays from 8:30 a.m. to 5:00 p.m. This position reports to the Court Referral Program Director, and is subject to the personnel guidelines of the Volunteer Center of Sonoma County.

RESPONSIBILITIES:

1. Interview, screen, and place court referred individuals for community service assignments according to their skills, time availability and interests.
2. Follow-up with clients and work sites as needed to ensure completion of the assigned community service work.
3. Maintain all program records required on placement, interim contacts with clients and agencies and statistical information.
4. Prepare timely reports for court and probation based on available and accurate information.
5. Work with area agencies, in conjunction with other Volunteer Center staff, to develop and maintain appropriate work sites for the offenders.
6. Maintain appropriate relationships with court and probation personnel to facilitate work with the offenders.

QUALIFICATIONS:

1. Demonstrated skill in interviewing and ability to work effectively with clients and work site personnel by telephone and in person.
2. Ability to relate to and work effectively with people of all ages from a wide variety of backgrounds, including those with drug, alcohol or other problems.
3. Ability to organize and manage a heavy workload.
4. Ability to work independently.
5. Must possess professional demeanor, and maintain confidentiality with clients and coworkers.
6. Current knowledge of Sonoma County resources and the criminal justice system helpful.
7. Bilingual Spanish/English skills preferred.
8. Basic knowledge of and ability to work with computers; experience with Filemaker Pro helpful.
9. Must be able to clear DOJ background check.

TO APPLY:

Please send cover letter, salary history, and resume to tworthy@volunteernow.org.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The Volunteer Center of Sonoma County is committed to creating a diverse work environment and is proud to be an equal opportunity employer