



600 Union Ave., Suite 204  
Fairfield, California 94533  
Phone: (707) 421-2272 Fax: (707) 474-3761

## CASA of Solano County Children's Waiting Room Assistant Job Description

### Position Summary

Part time, twenty-four hours per week. Monday through Thursday 8:00AM to 2:00PM.

Assists Children's Waiting Room Supervisor with the effective and efficient day-to-day administration of the Children's Waiting Room, located within the Solano County Superior Court and managed by CASA of Solano County. Duties include, but are not limited to, assisting with children and children's activities within the Children's Waiting Room, effective maintenance of the waiting room and all furniture, fixtures and supplies within the waiting room as well as other duties as assigned by the Children's Waiting Room Supervisor and/or the Executive Director. Reports to the Children's Waiting Room Supervisor.

### Responsibilities

- Assist in the on-going operations of the Children's Waiting Room, which is open Monday through Thursday from 8:00 AM to 2:00 PM (excluding holidays).
- Check parent(s), guardians, and/or CASA volunteers and their child(ren) in and out of the Children's Waiting Room.
- Assist in the maintenance of all records as they pertain to usage of the Children's Waiting Room.
- Provide age appropriate activities for the child(ren).
- Maintain communications with courtrooms regarding who is in the Children's Waiting Room, direct children to courtroom when case is called, and respond to courtroom inquiries.
- Replenish supplies as necessary.
- Sanitize and clean the Children's Waiting Room as necessary.
- Report compliance issues as they occur.
- Ensure that information pertaining to individuals who use the Children's Waiting Room remains confidential.
- Monitor parent(s) and child(ren) activities within the Children's Waiting Room

- Other duties as assigned by the Children’s Waiting Room Supervisor and/or the Executive Director.

## Qualifications

- High school graduate; some college preferred; one year experience in a social service agency, non-profit organization, child care organization and/or court-related program preferred
- Demonstrated ability to work with children and their guardians
- Knowledge of general office practices and procedures
- Demonstrated word processing and computer skills
- Experience in dealing with the public
- Outstanding communication and human relations skills

Salary Range \$16 - \$18 per hour (Position contingent upon available funding.)

This position requires interaction with the public and program participants, therefore a COVID-19 vaccination is highly recommended.

*CASA of Solano County is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. CASA of Solano County will not tolerate discrimination or harassment based on any of these characteristics. CASA of Solano County encourages applicants of all ages.*

**Please send or fax resumes to:      NO PHONE CALLS**

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