**CASA Staff Recruitment & Screening**

CASA staff employees will be recruited by \_\_\_\_\_\_\_\_ County CASA on a proactive basis, with the intent of improving the support and administration of the \_\_\_\_\_\_\_\_ County CASA Program. \_\_\_\_\_\_\_ County CASA shall work towards hiring staff that will reflect the demographics of the children served. The program’s Diversity, Equity and Inclusion plan will be used as a guide in hiring decisions.

CASA staff will be recruited and accepted into the program without regard to gender, disability, age, race, national origin, marital status or sexual orientation. Qualification exclusions include but are not limited to:

* \_\_\_\_\_\_\_\_ County CASA will not accept into the program individuals who have been convicted of any criminal act involving a child or who have been adjudicated in Juvenile Court to have abused or neglected a child. This is inclusive of, but not limited to, any sexual offense, abuse, neglect or related acts that would pose risks to children or to \_\_\_\_\_\_\_\_ County CASA credibility.
* Staff, employees, foster parents, and individuals currently employed either directly or indirectly by the \_\_\_\_\_\_\_\_ County Children Services will not be accepted as a CASA staff member.
* \_\_\_\_\_\_\_\_ County CASA will not accept into the program individuals who have been convicted of any criminal act involving drugs or alcohol within the past 5 years.
* Applicants of individuals who have an indicated or substantiated case within the Central Child Abuse Registry will not be accepted.

**Application**

All applicants for employment are required to:

* Submit a written application including information regarding education/training and employment history as well as experience working with children.
* Submit the names of three or more references – all of whom are unrelated to the applicant.
* Sign a release submitting to fingerprints and authorizing the program to perform a national, state and local criminal records check, sex offender registry check, social security confirmation, motor vehicle and, if permissible by law, a child protective services check.

If the prospective staff has lived in another county and that jurisdiction is not covered by the national criminal background check utilized, the program will secure county and state criminal records in any county and state in which the person has resided for the previous 7 years.

Further, if the prospective staff has lived in another state in the past 7 years, the program will secure a child abuse registry or child protective services check, if permissible by law, in any state in which the person has lived in those 7 years. Any applicant who does not agree to the application requirements above will be eliminated from further consideration for employment.

**Interview**

Candidates for staff positions shall be interviewed in person by \_\_\_\_\_\_\_\_ County CASA director. The interviewer will seek to determine the applicant’s suitability for and interest in the position. The interview should determine the qualifications of the applicant, his/her commitment to fulfill the requirements of the position and should answer any questions that the applicant might have about the position.

**Background Check**

A formal security check including fingerprinting, child abuse registry, and social security verification is conducted of the applicant by screening criminal records through local, state and federal law enforcement agencies. If the applicant has lived in another state within the past 7 years, a criminal record check in that area will be requested. \_\_\_\_\_\_\_\_ County CASA will reject an application if he/she refuses to sign the releases of information for security checks.

**Criminal Charges**

Any applicant found to have been convicted of or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect or related acts that would pose risk to a child or \_\_\_\_\_\_\_\_ County CASA credibility will not be accepted as an employee. In the event an applicant was found to have committed a felony or misdemeanor that is unrelated to or would not pose a risk to children and would not negatively impact the credibility of \_\_\_\_\_\_\_\_ County CASA, \_\_\_\_\_\_\_\_ County CASA will consider the extent of the rehabilitation since the misdemeanor or felony was committed and any other factors that may influence the decision to accept the applicant as an employee. The decision of the supervisory staff of \_\_\_\_\_\_\_\_ County CASA regarding this matter is final. All employees must report any current criminal charges and any abuse, neglect or dependency investigations of which they are subject to the Director of the \_\_\_\_\_\_\_\_ County CASA program immediately. \_\_\_\_\_\_\_\_ County CASA reserves the right to suspend employment status pending resolution or investigation into the above charges.

**Staff Recruitment Guide**

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| **Activity:** | **Step 1: Review Strategic Requirements** | **Step 2: Identify Gaps in Organizational Capabilities** | **Step 3: Design and Modify Positions** | **Step 4: Assess Internal Candidates** | **Step 5: Fill New and Modified Position** |
|  | Review Strategic Plan and Priorities | Determine what capabilities are required to achieve our strategic priorities  Identify any gaps in current capabilities  Decide which positions we need to modify or add to fill those gaps  Review and assess needs based on Diversity, Inclusion and Equity plan | Revise the definitions of existing positions as necessary  Develop position profiles for new positions | Identify and assess the skills of internal candidates for the new and modified positions | Consider the following options:  -Hiring the best suited internal candidates  -advertising externally  -engaging an external search firm  -Diversity, equity and inclusion plan  Determine how we will train existing staff to fill new roles  Review staff orientation for any updates |