



## JOB ANNOUNCEMENT

Position: ASQ Facilitator – Madera Office  
Employee Type: Full Time, Non-Exempt  
Salary: \$23.00 - \$24.50

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### **Organizational Mission**

The mission of CASA of Fresno and Madera Counties is to recruit, train, and support volunteers to advocate and speak for the best interests of abused and neglected children in the Child Welfare and Juvenile Court systems.

### **Position Goal**

Under general supervision, the ASQ Facilitator provides professional assessment and developmental screening using the Ages and Stages Questionnaire for client's birth to five and notifies Department of Social Services of the results for further follow-up. In conjunction with DSS, CASA may provide general community resource information to families, referrals to other public health programs and assist with linking families to resources as needed. The ASQ Facilitator will support children and families in understanding and acquiring early intervention resources and developing strategic practices for their child's development and school readiness. Maintain regular ASQ assessments and provide ongoing communication with each child's family and DSS to promote the child's healthy and successful future.

## Key Responsibilities

### Essential Duties and Responsibilities

- Conduct home visits with families to provide an overview of ASQ, conduct the ASQ assessment, discuss caregiver questions and concerns about child development, and inform DSS to facilitate the referral, evaluation and service provision process.
- Submit ASQ assessment results to the assigned social worker and public health nurse for review and identifying applicable referrals for the family.
- Collaborate with internal and external service providers to ensure optimal outcomes.
- Review ASQ assessments to identify families with children who may benefit from early intervention services and to track developmental progress and areas of regression and delay.
- Maintain detailed progress reports.
- Research and maintain familiarity with local resources available to the families in the areas of residence.
- Submit quarterly reports to DSS containing assessments counts and referrals.
- Enter, maintain, and review pertinent data for internal and external auditing purposes.
- Comply with all regulations, policies and procedures as directed by CASA of Fresno and Madera Counties, and Madera Department of Social Service.
- Provide individual, small, and/or large group trainings on ASQ Assessments, provide resources and training on how to support the child and the family.
- Attend appropriate trainings and workshops.

### Communication

1. Maintain regular communication with supervisor.
2. Maintain regular proactive communication with the Department of Social Services through ongoing conversation to discuss case related issues, remind of mission events and due dates approaching, and build relationships.
3. Maintain regular communication with the CASA assigned to the child undergoing ASQ.

#### Administration

1. Maintain ASQ data and records.
2. Maintain ASQ supply inventory and preparing applicable purchase orders for review and approval.
3. Fulfill other responsibilities as assigned.

#### Desired Minimum Qualifications

To successfully perform the essential functions of this position, the incumbent must have the following:

- Bachelor's degree preferred or equivalent experience in Early Childhood Education, Early Childhood Development, Special Education, Psychology, or Social Work
- Demonstrated knowledge of Early Childhood Development
- At least 2 years of professional experience in an early intervention or early childhood setting
- Prior home visitation experience
- Excellent organizational and communication (oral and written) skills
- Prior experience with the Ages and Stages Questionnaire (ASQ)

- Bilingual in English/Spanish
- Knowledge and ability to use modern office equipment including a personal computer and various software packages.
- Ability to type at least 40 words per minute.
- Ability to organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Strong in both oral and written communication techniques and interpersonal skills.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the policies of the organization.
- Possession of a valid California Driver License.
- Ability to drive using your own vehicle within the Fresno, Madera and surrounding counties.
- Ability to successfully pass a formal background check.

### Physical Demands

While performing the duties of this job, employees are regularly required to: walk; climb stairs; talk or hear, both in person and by telephone; use hands to operate standard office equipment; reach with hands and arms; and, lift 20 pounds. There may be prolonged periods of sitting and computer work. The duties of this position also require on the job driving.

### Equipment

This position functions in an office environment. It requires the use of general office equipment such as a personal computer, printer, fax machine, copy machine and telephone.

Duties described on the previous pages document the general nature and level of work but are not intended to be a comprehensive list of all activities, duties

and responsibilities required of the employee in this position. Consequently, the employee in this position may be asked to perform other duties as required.

Applicants, please send a cover letter and resume to:

Angelica Romero, Finance and Operations Manager : [careers@casafresno.org](mailto:careers@casafresno.org)

CASA of Fresno and Madera Counties is an equal opportunity employer.

We are looking forward to hearing from you!