



## CASA Volunteer Job Description

**BASIC FUNCTION:** The CASA is a trained community volunteer appointed by a Judge or Court Commissioner to advocate for the best interests of an abused and/or neglected child. The CASA works as an official part of the judicial proceedings, alongside attorneys and social workers. The CASA thoroughly explores the history and circumstances of each assigned case and provides recommendations and observations to the Court.

**SUPERVISION:** Direct supervision and guidance is provided by the CASA Volunteer Coordinator.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Complete an extensive and independent review of each case:**
  - Meet face-to-face with child at least once a month.
  - Speak with the child and relevant adults (parents, family members, school officials, doctors and others involved in the child's life who might have facts about the case);
  - Review appropriate records and reports;
  - Observe the child and other significant persons involved in the case and child's life.
  
- Provide both written and oral reports to the Court:**
  - Provide a written report containing factual information to the CASA office 10 business days prior to every hearing;
  - Attend court hearings concerning the child.
  
- Represent the child's best interest at all times:**
  - Attend all court hearings to see that all relevant facts are presented;
  - Attend appropriate interagency meetings and case conferences regarding the child.
  
- Monitor case following a court hearing or decision as designated by the court:**
  - Ensure that the judicial and child welfare systems are moving ahead to secure a safe, permanent home for the child as soon as possible;
  - Ensure that court-ordered services are provided to the child and family.
  
- Consult regularly with the Volunteer Coordinator concerning assigned case:**
  - Provide updates to Coordinator and collaborate to develop a CASA case plan and review progress.

### **TRAINING/SUPPORT/NECESSARY KNOWLEDGE & SKILLS:**

- Complete the 30 hour Core Volunteer Training and 12 hours of in-service training annually.
- Receive direct supervision and guidance from program staff.
- Ability to keep all client and court information confidential.
- Ability to communicate effectively both orally and in writing.
- Ability to respect and relate to people from various backgrounds.
- Ability to transport self.
- Ability to maintain objectivity.

### **TIME COMMITMENT:**

- Volunteers are required to make an eighteen-month commitment to the program.
- Volunteers are required to attend all court hearings on their cases.
- CASA volunteers spend an average of 8-12 hours a month on each case.
- Provide written notice to CASA Coordinator 30 days prior to resigning from the Program.

