

CASA Volunteer Job Description

A CASA volunteer is a trained community volunteer appointed by a juvenile court judge to speak for the best interests of an abused and/or neglected child. A CASA volunteer is an official part of the judicial proceedings, working alongside attorneys and social workers. By handling only one or two cases at a time, a CASA volunteer has time to thoroughly explore the history and circumstances of each assigned case.

SUPERVISION

Direct supervision and guidance is provided by the CASA Volunteer Coordinators. CASA volunteers complete a monthly timesheet.

DUTIES & RESPONSIBILITIES

- Complete an extensive, independent review of each case:
 - Be in contact with child at least once every ten days
 - 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 significant others
- Report findings to the Court by submitting a formal court report to the Judge at every scheduled hearing/review:
 - Provide written case notes along with a timesheet to the CASA Volunteer Coordinator every month
 - Provide a written draft report containing factual information to the CASA program office 14 business days prior to every hearing
 - Attend court hearings concerning the child
- Ensure representation of the child's best interests:
 - Attend all court hearings to see that all relevant facts are presented
 - Attend appropriate interagency meetings regarding the child
 - Participate in case conferences or child family team meetings concerning 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
 - Ensure that court-ordered services are provided to the child and family
 - Maintain contact with assigned social worker and child's attorney regarding status of court-ordered services
- Consult at least monthly with the CASA Volunteer Coordinator concerning assigned case:
 - Develop a case plan
 - Review progress and reports

TRAINING/SUPPORT PLAN

- Volunteers are required to attend approximately 35 hours of pre-service training and 12 hours of continuing education training annually (from June to July). The amount of continuing education hours is prorated depending on the month of graduation, i.e. March graduates would need 3 hours of continuing ed by June 30th.
- Volunteers follow guidelines established by the National CASA Association.
- Volunteers have access to additional training opportunities offered by other agencies.
- Volunteers receive direct supervision and guidance from program staff.
- Volunteers are encouraged to call their Volunteer Coordinator at any time with questions/concerns.

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—approximately two per year.
- Volunteers, on average, spend 8-10 hours a month on each case.

KNOWLEDGE & SKILLS

- 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
- Ability to actively participate in any conflict resolution that may arise on cases
- Ability to be a team player with all CASA partners, i.e. social workers, attorneys, therapists, teachers, etc.
- A basic understanding of child development and family relationships
- Good common sense
- Does not require specific educational training beyond a high school diploma or GED
- Must be 21 years of age or older

BENEFITS

Although we cannot provide you with monetary rewards, there are many benefits to being a CASA volunteer. These include the opportunity to:

- Make a difference in the life and future of a child who has been a victim of abuse and/or neglect
- Help a child find permanency in a safe, loving home
- Assist Judges in obtaining a clear picture of a child's life and needs
- Gain an understanding of juvenile courts, legal proceedings, and social service agencies
- Develop/utilize communication skills
- Develop/utilize assertiveness and conflict resolution skills
- Utilize your past experience/skills
- Form friendships with like-minded people in your community