

## Court Appointed Special Advocates for Children

### Position Description

**Position Title:** CASA Volunteer Advocate

**Employment Status:** Volunteer

**Reports To:** Advocate Manager



*It is the policy of CASA to provide equal employment opportunity to all applicants and employees based on qualifications and abilities without regard to race, color, sex, age, religion, national origin, disability, marital status or veteran status.*

A CASA volunteer identifies the needs of abused and neglected children, ensures they receive all required services, and works towards the goal of their placement in a safe and permanent home by advocating for their best interests in Court.

### Duties and Responsibilities:

- Conduct an independent, fact-finding investigation of the case
- Visit each child on a case at least twice monthly and make additional child contacts as needed
- Monitor each party's compliance with Court Orders
- Attend all court hearings and child-related meetings
- Participate in ongoing communication with Advocate Manager, including case updates, monthly reports, requests for information, and case discussions
- Communicate regularly with the Guardian *ad litem* and social worker about all matters relating to the case
- Facilitate communication and coordination amongst the professionals assigned to the case
- Maintain confidentiality in all matters relating to the case
- Maintain appropriate boundaries with children, families, and professionals
- Submit a CASA report to Court for each hearing (approximately 3-5 per case)
- Complete a minimum of 12 continuing education credit hours annually
- Report suspected child abuse and neglect
- Remain actively committed to each case until it is closed by the court or CASA program.

### Qualifications:

- 21 years of age
- Access to transportation
- Pass screening requirements, including a written application, phone interview, in person interview, personal references, criminal record and Child Abuse Central Registry check, and DMV checks
- Posses computer skills (i.e. email, Word documents, internet)
- Successfully complete 37 hours of initial CASA Advocate training
- Posses mature judgment, a high degree of responsibility and professionalism, and sufficient time to assist in advocating for the best interests of the child
- Ability to communicate effectively, both orally and written
- Ability to respectfully interact with persons of different cultures, ethnic backgrounds, and socioeconomic status
- Ability to remain objective and think independently
- Ability to establish and maintain good working relationship