

## **VOLUNTEER ADVOCATE JOB DESCRIPTION**

**CASA Mission:** The mission of the CASA volunteer is to monitor and follow a child's case through the juvenile court system; to provide an independent voice from the community who speaks up for the best interests of their assigned child; and to help ensure that the child is in a secure, supportive, permanent home.

**Equal Opportunity Statement:** It is the policy of CASA for Children to provide equal opportunity to all volunteers in recruitment, screening, training, and supervision. CASA respects the dignity and diversity of our community and will not discriminate on the basis of race, national origin or ancestry, marital status, religion, age, disability, sex, sexual orientation, gender identity, political affiliation, or socioeconomic level.

### **Requirements:**

- Be at least 21 years of age.
- Have a high school diploma or GED equivalence. (Exceptions made at staff discretion)
- Complete a written application.
- Have a valid driver's license and proof of insurance.
- Pass screening eligibility according to Supreme Court Rule #110:
  - Reference check – 3, from other than relatives
  - Security clearances, one of which will be OSBI
  - Screening Interview
- Have never been convicted of, or have charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect or related acts that would pose risks to children
- Indicate ability to be objective, to function professionally, and to act out of concern for the welfare of the child as the primary motivation.
- Not discriminate or display attitudes of a discriminatory nature.
- Sign Oath of Confidentiality.
- Be able to commit to serving as a CASA Volunteer for at least one-year.
- If not a citizen of the United States, show proof of legal residency.

### **Training**

- Participate in at least 30 hours of training including at home reading and 3 hours of courtroom observation. Must review information from missed training sessions with trainer prior to case assignment.
- Attend a minimum of 12 hours of in-service continuing education per year.

**Duties:**

- Advocate for the best interest of the child (ren) at all times.
- Sign orders and take Oath of Appointment as soon as possible after accepting a case.
- Read court and legal files pertaining to the case. Read other available records/files pertaining to case.
- Interview DHS social worker(s), parents, foster parents, child, and other interested parties.
- Respect the right to privacy by keeping information that would identify parties involved in CASA cases confidential.
- Explain the CASA role to all parties unfamiliar with the CASA Program.
- Maintain regular contact with the child on a monthly basis.
- Where appropriate, encourage family to work toward the goals of the Reunification Plan, and/or orders set fourth by the Court.
- Contact the DHS social worker a minimum of once a month.
- Make arrangements to attend all court hearings and other scheduled staffings pertaining to the child(ren).
- Encourage permanency planning.
- Monitor whether court's orders are being followed.
- Keep accurate and complete documentation of all contacts and interviews as required by the CASA Program.
- Consults with CASA staff at least once per month regarding case activity.
- Submit a written Report to the Court to the CASA office in advance of a hearing.
- Consult with the CASA staff if problems, concerns, or questions arise during the case.
- Submit Monthly Activity Report to office by the 10<sup>th</sup> of each month for prior month's activity.
- Immediately report to DHS and the CASA staff any suspected child abuse or neglect.
- Remain actively involved in the case until a permanent solution has been reached: successful return to the natural family, adoption, long term foster care, court closes case, or other.

**Hours:** at the volunteer's discretion, with the exception of court hearings, DHS staffings, and other meetings or activities involving professional parties to the case. Volunteers will need to maintain flexibility with evening and weekend scheduling as needed.

**Volunteer Responsible To:** the CASA Director through the Volunteer or Case Manager, and ultimately to the appointing judge.

**Statement of Commitment:** I have reviewed and discussed the roles and responsibilities of the CASA volunteer with CASA staff as outlined in the volunteer job description. I agree to commit one year toward this volunteer position.

---

Volunteer Signature

---

Staff Signature