

(Place your program logo, address, phone and fax, website information here)

VOLUNTEER JOB DESCRIPTION

CASA volunteers are appointed by Family Court Judges to promote the best interests of abused and neglected children involved in Family Court proceedings. The CASA volunteer must research the facts of the case, provide written and/or oral reports to assist the court in identifying concerns, facilitate the resolution of the presenting problems, and monitor progress toward established goals.

Qualifications of a CASA volunteer:

1. Volunteers must be 21 years of age with a high school diploma or equivalent.
2. Interest in children, their rights, and special needs.
3. Time to devote to training sessions, research and follow-up of an assigned case (one year minimum commitment averaging 12-15 hours per month).
4. Ability to respect and relate to people from various backgrounds in a variety of settings using tact, compassion and human relations skills.
5. Excellent verbal and written communication skills– making verbal and written reports to the court, to the CASA staff and to other persons as needed.
6. Ability to gather and record factual information accurately.
7. Ability to be approved following a background investigation.
8. Ability to provide at least three references from sources other than relatives.

Requirements of a CASA volunteer:

1. Complete National CASA training curriculum, approximately 30 hours in length, followed by Court observations.
2. Be sworn in by an Officer of the Court.
3. Maintain strict confidentiality according to the sworn oath.
4. Attend a minimum of twelve hours of in-service training sessions annually.
5. Complete an intensive independent review of each case.
6. Keep CASA staff regularly informed of all case-related activities.
7. Maintain an up to date, detailed and complete file on each case assigned, including dates of court appearances and visits with the child(ren).
8. Remain actively involved in the case until released by the Court, or until the case assignment is complete.
9. Keep the CASA file in a secure location to maintain confidentiality.
10. Be aware of deadlines, Court appearances and timetables involving an assigned case; and turn in all reports in a timely manner.
11. Complete information requested by staff that may be required for CASA program record keeping and evaluation, including monthly volunteer activity records.
12. Return the case file including all written and electronic documents to CASA staff upon completion of the case. All electronic files must be deleted from the volunteer's computer.

Specific Duties of a CASA volunteer:

1. Research – Complete an intensive, independent review of each case through personal interviews and review of all pertinent records, documents and reports.
 - a) Upon assignment to a case, interview the child(ren), family members, foster family, teachers, doctors, therapists, social service workers and other interested parties to gather facts.
 - b) Research potential alternatives available for the child including relatives, foster placement, etc.

- c) Work with relevant parties to ensure that a permanency plan for the child is developed and implemented in a timely manner.
 - d) Visit with the child(ren) on a monthly basis at a minimum.
2. Review – ensure that all relevant facts known to CASA are before the Court through written or verbal reports.
- a) Prepare a written report stating facts and concerns and submit the report to CASA staff (**Insert local time frame**) prior to the Court appearances.
 - b) All CASA reports must be reviewed by CASA staff prior to submission to the Court.
 - c) Appear in Court as needed for proceedings and hearings.
3. Facilitate – the flow of information among the parties to fulfill their obligations to the child(ren) and family in a timely manner.
- a) Assist in the development and implementation of any plan ordered by the court, including permanency plans.
 - b) Provide information to assist the Court in determining whether appropriate services, including reasonable efforts are being provided in a timely manner.
4. Monitor – compliance with Court ordered services through continued contacts with the child(ren), family and all relevant parties.

I have read the above CASA Job Description and agree to comply with its terms.

CASA Volunteer

Date