

# CASA VOLUNTEER JOB DESCRIPTION

**Position Title:** Court Appointed Special Advocate (CASA)

**Reports to:** CASA Case Manager and/or Director of Program Services

**Responsible to:** Executive Director and Juvenile Court Judge

**General Requirements:** Volunteers must be at least 21 years of age. Each CASA must demonstrate the desire and willingness and ability to help a child, make at least a one year commitment, attend CASA training sessions, successfully complete a CASA background screening, receive supervision, work effectively alongside other "system" professionals, and report to the Court.

**Roles and Responsibilities** (according to California Rule of Court 5.655)

- 1) Establish a relationship with the child to better understand the child's needs and desires.
  - a) Develop a relationship with the court dependent child by meeting with him/her on a weekly basis.
  - b) Provide a positive role model for the child while teaching him/her self-confidence, trust, and other developmental behaviors as appropriate.
- 2) Support the child throughout court proceedings:
  - a) Learn about the dependency court system;
  - b) Explain the court proceedings to the child;
  - c) Attend each hearing with or without the child;
  - d) Help "interpret" what is going on in court while at court with the child, or following court.
- 3) Explain the CASA volunteer's role, duties and responsibilities to all parties associated with the case.
- 4) Review available records regarding the child's family history, school behavior, medical or mental health history, etc.
- 5) Identify and explore potential resources that will facilitate family preservation, early family reunification, or alternative permanency planning.
- 6) Interview all parties involved with the child regarding the child's circumstances and needs, as determined by the CASA plan developed with the CASA Case Manager.
- 7) Communicate the child's needs to the court in written reports and recommendations.
- 8) Ensure that the court-approved plans for the child are being implemented.
- 9) Familiarize yourself with the CWS case plan.
- 10) Maintain regular contact with the CWS worker.

- 11) Investigate the interest of the child in judicial or administrative proceedings outside of juvenile court.
- 12) Communicate and coordinate efforts with the child's social worker, probation officer, and attorney.
- 13) Other duties and responsibilities as determined by the presiding juvenile court judge or a designee.

**Additional Requirements:**

1. Attend 40 hours of CASA training.
2. Submit monthly activity logs to the CASA office.
3. Submit draft of court report at least one month before court hearing date.
4. Maintain regular contact with your case manager.
5. Attend a monthly staffing / case review meeting.
6. Acquire 12 hours per year of in-service training.
7. Stay with the child until the case has been closed by the court or CASA has been dismissed.
8. Notify the office immediately if no longer able to serve as a CASA volunteer.
9. Maintain confidentiality regarding the CASA child and his/her case.

**Advocates are Prohibited from:**

- 1) Talking about a CASA child, their family, or any court proceedings with persons not involved with the case, such as family members, friends, co-workers, etc;
- 2) Taking a child to the CASA volunteer's home;
- 3) Introducing their CASA child to their families and other persons in their personal life;
- 4) Working with a child with who they are either related or have a prior relationship with;
- 5) Giving legal advice or therapeutic counseling;
- 6) Giving money or expensive gifts to the child or family;
- 7) Making any placement arrangements on the child's behalf;
- 8) Being employed in a position and /or with another agency/organization that might result in a conflict of interest; and
- 9) Any other activities prohibited by the local juvenile court.

Date: \_\_\_\_\_

Advocate Name: \_\_\_\_\_

Advocate Signature: \_\_\_\_\_