

CASA VOLUNTEER DESCRIPTION

J O B D E S C R I P T I O N

Court Appointed Special Advocates are trained volunteers who are appointed by juvenile court Judges to provide objective information in the best interests of children who have open abuse or neglect cases in the court system.

Qualifications:

- Interest in the rights and individual needs of children.
- Ability to work respectfully with people of varied socio-economic, racial, and ethnic backgrounds.
- Availability to visit children, gather information, and attend court hearings and other meetings while the case is active in Juvenile Court.

Required Skills/Abilities:

- Communicate effectively, both verbally and in writing, with the Court, program staff, clients, and other involved professionals.
- Maintain strict confidentiality regarding client information and court records.
- Maintain an open-minded approach in relationships with others.
- Have reliable transportation and Internet knowledge and availability

Specific Duties of a CASA Volunteer:

- Visit the children, at least monthly, for the duration of Juvenile Court involvement. Observe children and significant others in their life.
- Attend court hearings, school, and other interagency meetings regarding the children.
- After accepting a case, gather and record factual information regarding the child's welfare and needs and maintain case records.
- Determine if a permanent plan has been created for the child.
- Determine whether appropriate services, including reasonable efforts, are being provided to the child and family.
- Prepare written reports for the Court providing factual, objective information and recommendations in the best interests of the children.
- Accept supervision from CASA staff and keep your Advocate Manager regularly informed of case activities.

Time Commitment:

- Attend approximately 40 hours of pre-service volunteer training.
- Spend approximately 10 – 15 hours per month on active casework.
- Accumulate 12 hours per year of continuing education credit.
- Commit to remaining with the case until permanency has been established and the Juvenile Court case has been closed, or at least two years.

CASA Lake County volunteers follow guidelines established by the National CASA Association.