



CASA Volunteer Job Description



◆ **General Description**

The Court Appointed Special Advocate (CASA) is a trained volunteer whose role is to advocate for the best interests of abused and neglected children in the *Sangamon County* Juvenile Court system.

◆ **Qualifications**

- Be age 21 or older
- Possess emotional maturity, stability, and common sense
- Be objective and flexible
- Exhibit self-assurance and assertiveness
- Be able to keep information confidential
- Be able to work within established guidelines
- Have the ability to interview, observe, listen, and analyze written material
- Be able to write clearly and concisely
- Be willing to commit to the program for a minimum of 18 months

◆ **Accountability**

Upon successful completion of pre-service training, court observations, background and reference checks, the CASA volunteer may be formally accepted as an advocate at the official swearing-in ceremony. The CASA volunteer reports directly to the CASA Coordinator.

◆ **Responsibilities**

- Successfully complete 30-40 hours of pre-service training
- Accept the assignment of a case as agreed between the volunteer and the CASA Coordinator
- Plan case strategy after meeting with the CASA Coordinator and reading the case file
- Research the case, interview the parties (child, family members, foster family, teachers, social worker, and other interested parties)
- Maintain complete written records of the case including appointments, interviews and any information gathered on the case
- Continue to consult with the CASA Coordinator throughout the case
- Prepare a written reports for the court two weeks prior to the court hearings to be reviewed and approved by the CASA Coordinator

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- Attend all court hearings for the case and assure that the best interests of the child(ren) are being represented at every stage of the process
 - Attend DCFS's Administrative Case Reviews for the case
 - While assigned to the case, continue contact with the child(ren) at least monthly
 - Continue to monitor the case for the period of assignment to assure compliance with court orders and to notify the court if such orders are being violated
 - Work cooperatively with others within the child welfare system to strive for a permanency plan that best suits the child(ren)
 - Attend a minimum of 10 hours of in-service education annually
 - Complete monthly data sheets for the program
 - Accept, adhere to and support the mission and policies of *Sangamon County Child Advocacy Center CASA Program*
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◆ A CASA CAN:

- Have access to all information pertaining to the child (i.e. DCFS case plans, therapy reports, family visit reports, medical and school reports, etc.)
- Attend and observe visits between parents and children, as well as between siblings
- Make recommendations and advocate for specific service provision
- Provide information to the court concerning the case, the family and/or the child through written reports and/or testimony
- Attend all court hearings or meetings regarding the Child
- Maintain strict confidentiality concerning all parties involved in the case

◆ A CASA CANNOT:

- Provide services such as counseling, parenting classes, tutoring, or medical opinions etc.
- Supervise visits
- Secure support services for the parent, child or family
- Provide transportation for the child or parents to services or visits
- Have conversations with the judge about the case outside of the court
- Decide if and when children return home to parents or if and when parental rights are terminated
- Discuss the case with any person or professional not immediately involved with the case