



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 children in the Sangamon County Juvenile Court system who have experience abuse and neglect.

Qualifications

The CASA volunteer must be an adult and have the following qualifications:

- Age 21 or older
- Be willing to dedicate 10 hours per month to this role
- Possess emotional maturity, stability, and common sense
- Be objective and flexible
- Exhibit self-assurance and assertiveness
- Have the ability to deal with hostility and rejection
- 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
- Have the ability to make decisions and set goals
- 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 Program Director or a CASA Advocate Supervisor.

Responsibilities

- Cooperate with reference and background checks
- Successfully complete 30+ hours of pre-service training
- Sign an Oath of Confidentiality and an Oath to Avoid Conflicts of Interest
- Accept the assignment of a case as agreed between the volunteer and the CASA Program Director or CASA Advocate Supervisor.
- Plan case strategy after meeting with the CASA Program Director/CASA Advocate Supervisor 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 Program Director or CASA Advocate Supervisor throughout the case
- Prepare a written report for the court one week prior to the court hearings to be reviewed and approved by the CASA Program Director or CASA Advocate Supervisor
- Attend all court hearings for the case and assure that the best interests of the child (children) are being represented at every stage of the process
- Attend DCFS's Administrative Case Reviews for the case
- While assigned to the case, conduct communication with the child (children) 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 (children)
- Attend a minimum of 12 hours of in-service education annually
- Complete Contact and Training Logs in Optima monthly
- Accept, adhere to and support the mission and policies of Sangamon County Child Advocacy Center/CASA