



CASA VOLUNTEER JOB DESCRIPTION

Reports to: CASA Advocate Supervisor and/or Advocate Supervisor

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 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 case plan developed with the CASA Advocate Supervisor.
- 7) Communicate the child’s needs to the court in written reports and recommendations.
- 8) Ensure that the court-approved case plan for the child is being implemented.
- 9) Familiarize yourself with the CWS case plan.
- 10) Maintain regular contact with the CWS social worker.
- 11) Investigate the best interest of the child in judicial or administrative proceedings outside of Juvenile Court.
- 12) Communicate and coordinate efforts with the child’s CWS social worker, probation officer, and attorney.
- 13) Other duties and responsibilities as determined by the presiding Juvenile Court Judge or a designee.

Additional Requirements:

- Attend 30+ hours of CASA pre-service training.
- Submit monthly activity logs/volunteer hours to the CASA office.
- Submit a draft court report at least 6 weeks before court hearing date.
- Maintain regular contact with your CASA Advocate Supervisor.
- Attend a monthly Volunteer Meeting and/or acquire 12 hours per year of Continuing Education.
- Stay with the child until the case has been closed by the court or CASA has been dismissed.
- Notify the CASA office immediately if you are no longer able to serve as a CASA volunteer.
- 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 your family members, friends, co-workers, etc;
- 2) Taking a child to the CASA volunteer's home or the home of any friend/family;
- 3) Introducing their CASA child to their family and other people in their personal life;
- 4) Working with a child with whom they are either related to or have a prior relationship;
- 5) Giving legal advice or therapeutic counseling;
- 6) Giving money or expensive gifts to the CASA child or family;
- 7) Making any placement arrangements on the CASA child's behalf;
- 8) Serving on a case in which there is a conflict of interest as a result of their employment or other volunteer work.
- 9) Any other activities prohibited by the local Juvenile Court.

Date: _____

Advocate Name: _____

Advocate Signature: _____