

Douglas County Court Appointed Special Advocate Program Volunteer Job Description

1. PURPOSE:

CASA volunteers help ensure that children of Douglas County grow up in safe, permanent and loving homes by advocating for the best interests of children who have been abused or neglected and are under the protection of the Juvenile Court.

2. QUALIFICATIONS / REQUIREMENTS for Volunteers:

- a. Be at least 21 years old.
- b. Complete a program application and provide three references.
- c. Pass KBI screening and SRS child abuse registry check.
- d. Provide a copy of driver's license and proof of automobile insurance.
- e. Participate in a pre-training interview.
- f. Successfully complete 30 hours of initial training, including Court and Citizen Review Board observations.
- g. Sign the following documents: Oath of Confidentiality, CASA Agreement, Transportation Agreement, and Oath and Order for assigned case.
- h. Respect confidentiality and maintain objectivity in carrying out CASA duties.
- i. Be sensitive to other cultures, and not display discriminatory attitudes.
- j. Attend four hours of in-service training annually to maintain certification.

3. DUTIES:

- a. Review the file, including the social history and legal documents for the assigned case.
- b. Maintain regular contact with the assigned child, meet with the child *at least* monthly.
- c. Maintain regular contact with parents, foster parents, caseworkers and all other professionals or individuals involved in the child's life.
- d. Attend meetings and all court hearings for the assigned case.
- e. Maintain complete records regarding the assigned case. Notes should include appointments, interviews, and information gathered.
- f. Submit monthly reports to CASA supervisor, and submit court reports for all court hearings, in a timely manner.
- g. Monitor compliance with court orders.
- h. Comply with Supreme Court Rule 110, and all other CASA program policies.

4. TIME COMMITMENT:

Approximately three hours per week for at least one year after assignment to a case.

5. RESPONSIBLE TO:

CASA Staff and, ultimately, to the Juvenile Court Judge.