



CASA Volunteer Advocate Job Description (Unpaid)

Overall Responsibility: The overall responsibility of the CASA Volunteer Advocate is to provide the court with carefully researched background of the child to help the court make a sound decision about that child's future. The CASA volunteer role has four (4) main areas of focus: advocate, investigate, facilitate and monitor.

Supervisor: CASA Coordinator

DUTIES

Research

- Conduct independent research of all relevant facts pertaining to the case. Interview all concerned persons, including the child, family members, social workers, teachers, neighbors, foster family, clergy, doctors, etc.
- Document and keep written records regarding each interview. This should include dates of visits, specific descriptions of what you have observed and heard. (This information will be vital when you write your report and make recommendation to the judge)
- Request and examine data from school records, physical and mental health evaluations, legal records, Department of Human Services (DHS), parenting classes, etc.
- Determine if a permanent plan has been created for the child and whether appropriate services, including "reasonable efforts", are being provided for the child and family.

Monitor the Case

- Visit the child as often as necessary to observe whether the child's essential needs are being met.
- Determine whether the judge's orders are being carried out.
- Attempt to establish a relationship with the child.
- Visit with the foster parents, or with whomever the child is placed, regarding their concerns for the child.
- Attend all pre-placement review meetings involving the child in order to keep informed on the child's permanent plan.
- Attend all court hearings.
- Report any incidents of child abuse or neglect to the Coordinator and to appropriate authorities, as is required by law concerning mandatory reporters of abuse.

Parameters of Service

- Visits with appointed child should be at least every seven to 10 days.
- Visits with child should be at the child's residence; visits may occur offsite once per quarter only with preapproval from CASA Office and child's guardian and in consultation with DHS.
- Outreach to all professionals working with the child, including but not limited to DHS, school personnel, and counselors, shall be done in a professional manner