

## **JOB DESCRIPTION**

The CASA Volunteer advocates for the best interests of the abused/neglected child to which they are assigned through the Family Court of St. Charles County in an effort to secure a permanent home and family.

### **QUALIFICATIONS**

1. Over 21 years of age
2. High school diploma or its equivalent
3. Ability to communicate in written and oral form
4. Be of good character

### **SUPERVISION**

All CASA volunteers immediately report to the CASA Coordinator and ultimately the Family Court.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

A 30 hour pre-service training course is required of prospective CASA volunteers to prepare to work with abused and neglected children and their families. Once trained, the volunteer will work approximately 8 to 10 hours each month. The following is a list of responsibilities that the CASA may perform:

1. Review Court record, Family Court Services records and the Children's Division records pertaining to the child and parents.
2. Interview child, parents, Children's Division caseworker, Deputy Juvenile Officer (DJO), Guardian Ad Litem (GAL) and others, as appropriate, to assess the child's circumstances and needs.
3. Meet with child regularly to determine child's interests/needs and to advocate for same.
4. Explains to child alternative care, court process, treatment services, etc. as necessary/appropriate.
5. Escorts child to law enforcement agencies, court hearings, therapist(s), etc.
6. Monitors progress and delivery of services as delineated in court ordered written service plans for the parents.
7. Informs GAL and CASA Coordinator if services are not provided to child and/or family as planned, if parents fail to fulfill obligations of written service plans as well as other matters affecting child.
8. Provides written report to Court reflecting the progress of the case with recommendations as appropriate.
9. Attends Court hearings and advocates for child's best interests.
10. Maintains thorough records regarding case, including but not limited to appointments, interviews and records reviewed about child.
11. Reports to CASA Coordinator at least monthly on the status of the case.
12. Observes complete confidentiality regarding the child and child's family.