



COLES COUNTY CASA

CASA VOLUNTEER ADVOCATE JOB DESCRIPTION

General Description:

The Court Appointed Special Advocate is a trained volunteer whose role is to advocate for the best interests of abused and neglected children in the juvenile court system, serving as the child's appointed Advocate.

Qualifications:

The CASA volunteer must be an adult (at least 21 years of age) and have the following qualifications:

- 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 eighteen months.

Accountability:

Upon successful completion of pre-service training and background checks, the CASA volunteer is accepted into the program by the Executive Director. Although the CASA volunteer may work with a mentor, the CASA/GAL ultimately is responsible to and reports directly to the Executive Director.

Responsibilities:

- Cooperate with reference and criminal background checks.
- Successfully complete Coles County CASA program's 30 hour pre-service training.
- Swear an oath of confidentiality administered by a judge of Coles County.
- Accept the assignment of a case as agreed between the volunteer and the Executive Director.
- After reading the case file, meet with a mentor and/or the Executive Director to plan case strategy.
- Research the case; interview the parties.
- Work with the mentor, the Executive Director, and the CASA attorney regarding strategy.
- Maintain complete written records of the case including appointments, interviews and any information gathered on the case.
- Continue to consult with the mentor and Executive Director throughout assignment.
- Prepare a written report for the court that will be ready for distribution at least one week prior to the court hearing having been reviewed previously by the mentor and/or the Executive Director and the CASA attorney if deemed necessary; and approved by the Executive Director.
- Attend all court hearings for the case and assure that the best interests of the child are being represented at every stage of the process.
- Attend DCFS biannual administrative case reviews for assigned case if possible.
- While assigned to the case, continue contact with the child(ren) at least twice monthly and preferably in person.
- Continue to monitor the case for the period of assignment, to assure compliance with court orders and notify the Court if such orders are being violated.
- Work cooperatively with others within the child welfare system to strive for the permanency plan that best suits the child(ren).
- Attend a minimum of 12 hours educational in-service sessions annually.
- Complete monthly data sheets for the program.
- Accept, adhere to, and support the philosophy and policies of Coles County CASA.