

**ADVOCATE JOB DESCRIPTION**

**OBJECTIVE:**

To advocate for children who come to the attention of Juvenile Court as a result of abuse, abandonment or neglect.

**QUALIFICATIONS:**

Volunteers must be twenty-one (21) years of age or above and must successfully complete screening requirements, including a written application, personal interview, reference checks, criminal background, national sex offender registry checks; failure to meet the listed requirements or refusal to submit to background checks disqualifies any potential volunteer from service with CASA of the 21st Judicial District.

**REQUIRED SKILLS:**

* Keep all client and court information confidential;
* Ability to communicate effectively, verbally and in writing;
* Ability to respect and relate to people from diverse backgrounds in a variety of settings;
* Ability to transport oneself to a variety of locations;
* Ability to maintain objectivity and composure when confronted with conflict;
* Ability to gather and record factual information in a timely manner.

**TRAINING:**

* CASA volunteers complete a minimum of thirty (30) hours of pre-service training in accordance with national and state CASA standards, in addition to observation of at least on dependency-neglect hearing;
* CASA volunteers must complete twelve (12) hours of in-service training annually.

**RESPONSIBILTIES:**

* CASA volunteers ensure the child’s best interests are represented at every stage of the case and ensure all reasonable efforts are made to provide court ordered services to each child by closely monitoring all aspects of the case;
* CASA volunteers report any new incidents of child abuse or neglect to the Child Abuse Hotline at 1-800-482-5964 and to the CASA Advocate Supervisor;
* CASA volunteers review records and interview appropriate parties involved in the case, including the child, to determine if a permanent plan that will meet the best interests of the child has been developed;
* CASA volunteers will meet with their child, outside of court, in person a minimum of once per month.
* CASA volunteers attend all court hearings, staffings and any other hearings or meetings which pertain to the child, and advocate for prompt, thorough reviews of the case;
* CASA volunteers maintain complete records and documentation about the case, including appointments, interviews and information gathered about the child;
* CASA volunteers submit recommendations concerning the case to the court in the form of a written, signed report to be submitted in a timely manner consistent with legal requirements;
* CASA volunteers make contact with CASA supervisors at least once a month and submit monthly contact logs.
* CASA volunteers exhibit professional conduct and appearance.
* CASA volunteers will not put themselves or the organization in a situation which might be construed as a conflict of interest.

**TIME COMMITMENT:**

* CASA volunteers make a commitment to the child to be a continuous presence in their lives for the duration of their case, which typically lasts 12-18 months, but may be longer.
* CASA volunteers may spend a minimum of ten to fifteen hours per month on the case.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_