

## **VOLUNTEER JOB DESCRIPTION**

CASA volunteers are assigned to an abuse or neglect case by judges. Each volunteer is carefully screened, trained, and supervised. Volunteers conduct thorough research on the background of the case, reviewing documents, and interviewing everyone involved, including the child. They make reports to the court, recommending what they believe is best for the child, providing the judges with information that will help them make an informed decision. CASA volunteers can be instrumental in assuring that a child and/or family receives services which the court has ordered - things like substance abuse counseling or special education testing. During the life of a case, a CASA volunteer monitors the child's situation to make sure they remain safe and have a voice in court.

### **QUALIFICATIONS:**

1. are 21 years of age or older;
2. give consent to a routine criminal background check;
3. have completed a high school education or equivalent;
4. are willing to commit to an average of 10 hours per month for a minimum of two years, including two visits per month with each child;
5. act as an independent investigator and represent the best interest of the child;
6. Not a current employee of Children's Division;
7. Not a current foster care provider

### **TRAINING:**

CASA Volunteers are required to complete 30 hours of pre-service training and 12 hours of continuing education each year of service, in addition to following guidelines established by Heart of Missouri CASA/GAL and the National CASA association.

### **SKILLS AND ABILITIES:**

1. To keep all client and court information confidential.
2. To communicate effectively both orally and in writing.
3. To respect and relate to people from various backgrounds in a variety of settings.
4. To maintain objectivity.
5. To gather and record factual information accurately.
6. To participate as a team member in order to collaboratively advocate for children and families.
7. Be available for daytime meetings and court hearings.
8. To transport self to a variety of locations.

**PROGRAM GOALS AND OBJECTIVES:**

1. To provide independent, factual information to the court regarding abused and neglected children.
2. To provide collaborative advocacy for abused and neglected children who are the subject of judicial proceedings.
3. To monitor cases involving abused and neglected children until the terms of the court order have been fulfilled.
4. To conduct independent and objective analysis concerning abused and neglected children.
5. To factually and objectively report findings and observations to the court.
6. To ensure representation of the child's best interest in all judicial proceedings.
7. To monitor cases following a court hearing or decision as designated by the court. This includes monitoring the implementation of service plans and court orders assuring that court-ordered services are implemented in a timely manner and that review hearings are held in accordance with the law.
8. Complete an intensive independent review of the case.
  - a. Speak with the child and relevant adults.
  - b. Review appropriate records and reports.
  - c. Observe the child and significant others.
9. Report findings in writing to court and ensure representation is in the child's best interest.
  - a. Attend court hearing concerning the child.
  - b. Attend and participate in all interagency meetings and conferences concerning the child.
  - c. Inform the court promptly of important developments in the case through appropriate means as determined by court rules or statute.

I understand and will adhere to the Volunteer Job Description listed above.

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

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