

VOLUNTEER POSITION DESCRIPTION COURT APPOINTED SPECIAL ADVOCATE (CASA)

Qualifications

- Desire to help abused and neglected children maintain stability and permanency.
- Ability to maintain objectivity when gathering information.
- Effective communication and writing skills essential for the preparation of court reports.
- Ability to work independently.
- Must be twenty-one (21) years of age, have a valid driver's license, and a willingness to travel throughout the state on CASA-related business.

Supervisors

- Responsible to Staff Attorney and Staff Social Caseworker.

Duties

- Gather facts, including review of all records related to an assigned case.
- Interview the parties.
- Establish and maintain contact with the child, family, foster parents, social workers, attorneys, and other individuals involved in planning for the child when appropriate.
- Submit written reports to the court summarizing relevant information and making specific recommendations in the child's best interest.
- Appear at scheduled court hearings whenever possible.
- Monitor court orders to ensure compliance by all parties.

Time Commitment

- Time necessary to complete duties on an individual case may vary, usually twelve (12) to fifteen (15) hours in the first month following appointment to a case, then eight (8) to ten (10) hours per month thereafter.
- Although most scheduling is flexible and arranged by the CASA at his or her convenience, the CASA must be available to confer with the Department of Children, Youth, and Families (DCYF) and other professionals involved with the case during workday hours. The CASA should attend daytime Family Court hearings approximately every six (6) months, or arrange to have the Staff Attorney cover the hearing.