

Court Appointed Special Advocate (CASA) VOLUNTEER JOB DESCRIPTION

OBJECTIVE: To promote and protect the best interests of children who are removed from their homes due to abuse and neglect.

QUALIFICATIONS: Volunteers must be 21 years old and will successfully complete screening requirements which include a written application, personal interview, reference checks, and a criminal background investigation.

RESPONSIBILITIES:

- ♥ A CASA volunteer develops a meaningful relationship, based on trust, with the child through personal contacts to make sound, thorough, & objective recommendations based on the child's best interests.
- ♥ A CASA volunteer respects a child's inherent right to grow up with dignity in a safe environment that meets the child's best interests.
- ♥ A CASA volunteer promotes the child's best interests at every stage of the case.
- ♥ A CASA volunteer reviews records and interviews appropriate parties involved in the case, including the child.
- ♥ A CASA volunteer conducts prompt, thorough reviews of the case to keep abreast of new developments.
- ♥ A CASA volunteer attends court hearings, placement reviews, and other meetings which pertain to the child.
- ♥ A CASA volunteer utilizes Optima, a case management database, to compile records and documentation about the case, including appointments, interviews, and information gathered about the child and his/her family.
- ♥ A CASA volunteer submits recommendations regarding the child's welfare in a signed CASA report to the Court.
- ♥ A CASA volunteer maintains consistent contact with the CASA supervisors and other parties involved in the case, including the child.
- ♥ A CASA volunteer upholds strict confidentiality regarding information about the child, as well as information regarding other parties involved in the case.
- ♥ A CASA volunteer exhibits professionalism in behavior and appearance.
- ♥ A CASA volunteer is not related to any parties involved in their assigned case and is not employed in a position and/or agency that may result in a conflict of interest.
- ♥ A CASA volunteer does not provide direct services to any parties that could lead to a conflict of interest or potential liability or cause a child or family to become dependent on the CASA volunteer for services that should be provided by other agencies or organizations.
- ♥ A CASA volunteer will produce a valid driver's license and current liability insurance before transporting children or adults while acting in the role as a CASA volunteer.

TRAINING:

- ♥ A CASA volunteer completes 30+ hours of initial training, which includes policies and procedures of the NHCASA program, Department of Social Services and Juvenile Court; dynamics and human behavior associated with child abuse and neglect; relevant local, state and federal laws; permanency planning and family preservation; substance abuse; mental health; court report writing; cultural diversity; communication and interviewing skills; and the roles and responsibilities of a CASA volunteer. As part of the training, a CASA volunteer also participates in a mock court proceeding.
- ♥ A CASA volunteer participates in a minimum of twelve hours of continuing education each year, through books, videos, and workshops.

TIME COMMITMENT: Once appointed to a case, a CASA volunteer makes a commitment to serve, typically for a minimum of 10-12 months and preferably until a permanent placement is located for the child.

SUPERVISOR: A CASA volunteer will be assigned to a NHCASA staff member for ongoing support throughout the duration of the case.

For more information about our program, please visit our website at www.nhcasa.org

Together, we can change a child's story.

Scan here to apply to become a CASA Volunteer:

