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**Volunteer Job Description:**

A CASA (Court Appointed Special Advocate) volunteer is a well-trained citizen appointed by the Juvenile Court to ensure the safety and well-being of abused and neglected children. CASA volunteers are assigned to dependent children who are under the Juvenile Court jurisdiction and are assigned at the discretion of the Juvenile Court.

**REQUIREMENTS OF A CASA VOLUNTEER:**

* Make a commitment to serve as a CASA for a minimum of one year
* Be 21 years of age (some exceptions allowed for students)
* Be willing to donate approximately 6-10 hours per month
* Attend training sessions and review all training material provided by the CASA program
* Maintain strict confidentiality
* Maintain objectivity and professionalism in dealing with children, parents, and all other parties involved with the case
* Possess written and verbal skills

**RESPONSIBILITIES OF A CASA VOLUNTEER:**

* Serve as an arm of the Juvenile Court as researcher, monitor, and child advocate
* Interview child, parents, foster parents, and any other concerned parties or relatives
* Review appropriate records and reports
* Work with attorney Guardian ad litem representing the best interests of the child
* Confer with counselors, teachers, social workers, etc. involved with the case
* Submit thorough, independent, written reports to the Court with copies to all parties prior to court hearings.
* Appear in Court as needed to answer questions or testify on findings or recommendations
* Maintain records of all findings and document all contacts
* Visit institutions, foster homes or group homes where child is placed or may be placed
* Monitor court orders to ensure services to the child are being furnished in a timely manner and placement is appropriate
* Maintain contact with the program coordinator and submit all documentation
* Remain involved in the case until the Court's jurisdiction is terminated.