

VOLUNTEER JOB DESCRIPTION

POSITION TITLE: Dubois County CASA Volunteer

REPORTS TO: Program Director or other assigned staff

Basic Function

A CASA volunteer is a trained community volunteer appointed by the Circuit Court Judge to speak for the best interests of an abused and/or neglected child. A CASA volunteer is an official part of the judicial proceedings, working alongside attorneys and social workers. By handling only one or two cases at a time, a CASA volunteer has time to thoroughly explore the history and circumstances of each assigned case.

Supervision

Direct supervision and guidance is provided by the program director. CASA volunteers fill out a monthly activity log.

Duties & Responsibilities

- Complete and extensive, independent review of each case:
 - Meet face-to-face with each child at least once every thirty (30) days
 - Speak with the child and relevant adults (parents, family members, school officials, doctors, and others involved in the child's life who might have facts about the case)
 - Review appropriate records and reports
 - Observe the child and significant others
- Report findings to the court by submitting formal reports to the judge at scheduled hearings:
 - Provide a written report containing factual information to the CASA program office ten business days prior to the hearing
 - Attend court hearings concerning the child
- Ensure representation of the child's best interests:
 - Attend all court hearings to see that all relevant facts are presented
 - Attend appropriate interagency meetings regarding the child
 - Participate in case conferences concerning the child
- Monitor case following a court hearing or decision as designated by the court:
 - Do everything possible to keep the case moving along in the judicial and child welfare systems to secure a safe, permanent home for the child
- Consult regularly with the program director concerning assigned case:

- Develop a case plan
- Review progress and reports

Training & Support

- Volunteers are required to attend 30 hours of pre-service training and 12 hours of in-service training annually.
- Volunteers follow guidelines established by the National CASA Association
- Volunteers have access to additional training opportunities offered by other agencies
- Volunteers receive direct supervision and guidance from program staff
- Volunteers are encouraged to call their program director at any time with questions or problems.

Time Commitment

- Volunteers are required to commit to a child; to see that child through to the completion of their case
- Volunteers are expected to attend court hearing on their cases – approximately five per year.
- Volunteers are expected to attend case conferences and Family Team Meetings when part of the team.
- Volunteers are expected to be available for case assignment and to accept cases immediately upon completion of pre-service training, unless other arrangements have been made
- Volunteers, on average. Spend 5 – 10 hours a month on each case, depending on the status of the case

Knowledge and Skills

- Ability to keep all client and court information confidential
- Ability to communicate effectively both orally and in writing
- Ability to respect and relate to people from various backgrounds
- Ability to transport self
- Ability to maintain objectivity
- A basic understanding of child development and family relationships
- Good common sense
- Does not require specific educational training beyond a high school diploma or GED
- Must be 21 years of age or older

Benefits

Although we cannot provide you with monetary rewards, there are many benefits to being a CASA volunteer. These include the opportunity to:

- Make a difference in the life of a child who has been a victim of abuse and/or neglect
- Help a child find permanency in a safe, loving home
- Assist judges in obtaining a clear picture of a child's life and needs
- Gain an understanding of family courts, legal proceedings, and social service agencies
- Develop/utilize communication skills
- Utilize your past experiences and skills
- Form friendships with like-minded people in your community
- Have access to training statewide