

# CASA Volunteer Job Description

**Position Title:** Court Appointed Special Advocates Volunteer

**Reports To:** Program Coordinator

**Status:** Volunteer



## Position Overview

CASA Volunteers are trained advocates appointed by the court to represent the best interests of children who have experienced abuse or neglect. Volunteers gather information, collaborate with professionals, and make informed recommendations to the court to ensure each child finds a safe, permanent home as quickly as possible.

## Key Responsibilities

### 1. Advocacy:

- Advocate for the best interests of the assigned child(ren) in court, school, and community settings.
- Ensure the child's voice is heard and their needs are met.

### 2. Investigation:

- Review case files and court reports.
- Interview the child, family members, social workers, educators, and other parties involved in the child's life.

### 3. Reporting:

- Submit written court reports to the judge prior to each court hearing, including recommendations supported by objective findings.

### 4. Monitoring:

- Attend court hearings and other relevant meetings (e.g., Individualized Education Program [IEP] meetings).
- Monitor the implementation of court orders and services provided to the child and family.

### 5. Collaboration:

- Work closely with the child's legal team, caseworkers, and other professionals to gather comprehensive information.
- Foster positive working relationships with all stakeholders involved in the case.

### 6. Commitment:

- Dedicate sufficient time to each case (approximately 5-10 hours per month).
- Commit to serving on a case until it is closed (average duration: 12–18 months).
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## Qualifications

- Must be at least 21 years old.
- Pass a comprehensive background check.
- Demonstrate strong written and oral communication skills.
- Ability to maintain confidentiality and uphold professional boundaries.
- Exhibit cultural competence and sensitivity.

## Training Requirements

- Complete 30+ hours of pre-service training covering topics such as child welfare, the court process, cultural competency, and trauma informed advocacy.
- Participate in 12 hours of continuing education annually.

## Benefits of Volunteering

- Empower children by being their voice in court.
- Receive ongoing support and guidance from CASA staff.
- Make a lasting impact on the lives of children and families in your community.