



# VOICES FOR KIDS CASA PROGRAM of Southeast Virginia

## CASA Volunteer Job Description

A CASA volunteer is a person appointed by the 5<sup>th</sup> Judicial District Juvenile and Domestic Relations Courts to assist in assuring that the needs of a child who may have been neglected or abused are met. In order to do this, the CASA must determine the facts of the case, conduct an independent, impartial investigation, recommend a course of action to the court, help explain the court's findings to the child, facilitate the resolution of problems, and monitor progress toward established goals. The CASA worker will serve in addition to any counsel, court appointed or otherwise.

### **I. Qualifications**

- A. Interest in children, their rights, and special needs.
- B. Must be 21 years of age.
- C. Have a clear criminal history record and not listed in the social services Central Registry as a child abuser.
- D. Time to devote to training sessions, investigations, and follow-up of a case assigned (usually a one year commitment averaging 5-10 hours a week during the court process).
- E. Ability to work with a child, family members, and professionals using tact, concern, and basic human relations skills.
- F. Ability to communicate verbally and in writing- making verbal and written reports to the court, to the Program Director, and other persons as needed.

### **II. Requirements**

- A. Attend basic training sessions, approximately 35 hours in length.
- B. Maintain strict confidentiality.
- C. Attend in-service training sessions on an on-going basis, 12 hours per year.
- D. Commitment to serve as a volunteer for at least one year.
- E. Keep the CASA staff informed of all activities and confer with them periodically.
- F. Maintain up-to-date records and complete files on each case assigned.
- G. Attend regular CASA group meetings when scheduled to share ideas and concerns with other CASA volunteers and staff.
- H. Be aware of deadlines and timetables involving an assigned case, and turn in all reports on time. (10 working days prior to the Court date)
- I. Turn in hours and mileage forms monthly, pertaining to an assigned case. Upon completion of a case, the case file, all confidential reports, and notes are to be returned to the CASA office.
- J. If volunteer service is terminated, all case records, the CASA training manual, and the CASA ID Badge are to be returned to the CASA office within 10 days.

### **III. Specific Duties of a CASA**

- A. Upon assignment to a case, interview social worker, the GAL (Guardian ad Litem- appointed attorney for the child), the child, family members, foster family, teachers, and other interested parties to determine the facts. (Many interviews are by phone. By necessity, some must be in person. In addition, any home placement suggested as a permanent or temporary placement for the child must be visited.)
- B. Investigate alternatives available for the child, such as living with relatives, fosters placement, etc.
- C. Prepare a written report stating findings and a brief recommendation for disposition of the case, and submit the report no less than 5 days prior to the court hearing.
- D. Appear in court at all court hearings pertaining to the child, make a recommendation to the court, and be available for questioning.
- E. Assist in the implementation of any plan prescribed by the court, whether recommended in the CASA report or not, as well as other available community resources and services that will benefit the child.
- F. Continue contacts with the social worker, GAL, child, family, and others to monitor progress toward goals prescribed by the court.
- G. Bring any significant changes in the family situation to the attention of the court.
- H. Reappear in court as needed for review hearings. Continue follow-up contacts, submit supplementary reports, and make new recommendations as needed, until a final disposition is made for the case.