

CASA VOLUNTEER JOB DESCRIPTION

Gordon County CASA

Court Appointed Special Advocate: A Court Appointed Special Advocate (CASA) is a trained community volunteer who is appointed by a judge to advocate for an abused or neglected child in Juvenile Court deprivation proceedings. The CASA advocates for services that focus on meeting the needs of each child and for each child to be placed in a safe, permanent home as quickly as possible.

Activities:

- Visit the child.
- Gather independent information about the child.
- Interview the parents, guardians or caretakers.
- Interview the social worker and other service providers.
- Review records related to the family/case.
- Prepare written reports for court hearings.
- Attend and participate in court hearings and other related meetings.
- Testify, if needed, to inform the court of changes in the child's situation.
- Identify potential resources within the family and community to meet the child's needs.
- Keep all records and information confidential.
- Monitor provisions of service/case plans and court orders.
- Explain the role of the CASA to every child, and keep the child informed about the court proceedings (depending on the age and maturity of the child).
- Consult with the director for support/guidance.
- Advocate for the child in the community.
- Maintain focus on the child until permanency is achieved.
- Ensure the court knows the child's wishes.

Qualifications: The main qualification is a sincere concern for children. The volunteer must be a mature adult with good verbal and written communication skills. A CASA volunteer must be able to attend all court hearings. The volunteer must be able to commit to the program for at least one year or, preferably until permanency is achieved. Essential qualities include the ability to be objective and non-judgmental. Every volunteer must complete a 40 hour comprehensive training program.

Requirements: The process of becoming a CASA volunteer requires a written application including four personal/professional references, a criminal records check and a federal fingerprint check. The minimum age for becoming a CASA volunteer is 21 years of age. A personal interview will be conducted by a staff member. The volunteer must complete 40 hours of required training, which includes 10 hours of court observation. The fully trained and screened volunteer will be sworn-in by the Juvenile Court Judge prior to the assignment of his or her first case. A CASA volunteer's appointment lasts until a case reaches permanency.

Training and Supervision: The pre-service training program developed by National CASA and adapted by Georgia CASA is offered through the local CASA office. CASA volunteers are also provided with on-going training by the Director. Program staff supervises CASA volunteers.

Equal Opportunity Statement

Gordon County CASA is committed to the fair treatment of volunteer applicants. There shall be no discrimination exercised due to race, color, creed, national origin or ancestry, disability, gender, sexual orientation, political affiliations or religion and with regard for the individual's privacy and constitutional rights as citizens. CASA Volunteers shall be treated fairly in any transaction affecting them, including training, supervising, separations, and disciplinary actions. All actions shall be based solely upon merit, and fitness, of the individual.