

Douglas County CASA, Inc.

Volunteer Job Description

- 1. CASA MISSION:** We provide comprehensive advocacy for abused and neglected children in need of care and under the protection of the court system. Our trained volunteers investigate, facilitate, monitor and mentor. Through compassion and commitment, they are dedicated to be the child's voice through their journey to a safe, loving permanent home.

- 2. QUALIFICATIONS / REQUIREMENTS for Certification as a Volunteer:**
 - a. Be at least 21 years old.
 - b. Complete a program application and provide four satisfactory references.
 - c. Consent to and pass background screening, including criminal history, child abuse history, sex offender registration, driving history, and SSN verification. Fingerprinting is a part of this process.
 - d. Provide a copy of driver's license and proof of automobile insurance and have access to a reliable vehicle.
 - e. Participate in a personal interview before training.
 - f. Successfully complete 30 hours of initial training, including Court and Citizen Review Board hearing observations.
 - g. Sign all documents necessary for certification as a volunteer.
 - h. Have access to a computer and skills to manage documents and use email and the internet.
 - i. Attend 6 hours of in-service training annually to maintain certification.

- 3. DUTIES of Assigned Volunteers:**
 - a. Review the file, including the social history and legal documents for the assigned case.
 - b. Maintain regular contact with the assigned child, meeting with the child *at least* monthly.
 - c. Maintain regular contact with parents, foster parents, caseworkers and all other professionals or individuals involved in the child's case.
 - d. Advocate for permanency for the child as soon as possible, given the child's circumstances.
 - e. Attend meetings and all court hearings for the assigned case.
 - f. Maintain complete records regarding the assigned case, including case notes with information regarding appointments, interviews, and information gathered.
 - g. Submit monthly reports and court reports on time.
 - h. Monitor compliance with court orders. Assess whether appropriate services are being provided to the child and family.
 - i. Maintain confidentiality and respect the privacy of the child and the family.
 - j. Communicate effectively and sensitively with diverse populations.
 - k. Maintain objectivity.
 - l. Comply with all CASA program rules and policies regarding volunteer duties.

- 4. TIME COMMITMENT:**

Approximately three hours per week for at least one year after assignment to a case.

- 5. RESPONSIBLE TO:**

The CASA Program and, ultimately, to the Judge in the child's case.