



## CASA Volunteer Job Description

### Court Appointed Special Advocates

### CASA of Jefferson and Gilpin Counties

**Purpose:** A CASA volunteer is a trained community volunteer appointed by a judge or magistrate to speak in the best interest of abused and neglected children. They work to ensure the child's right to a safe and permanent home is addressed quickly and with due consideration.

**Qualifications:**

- Must be over 21 years of age
- Maturity, stability, confidence, common sense
- Interest in children; their needs and rights
- Ability to work with a broad spectrum of the community in a sensitive, positive and objective manner
- Good verbal and written communication skills
- Ability to pass background checks and participate in screening interview

**Duties:**

- Attendance at pre-service (40 hrs) and in-service trainings (12 hrs/annually)
- Commitment of eighteen months minimum on assignment, averaging 12-15 hours per month
- Conduct an independent investigation into each case; contact the child(ren) weekly and other relevant persons; review all pertinent records and documents; maintain contact with the child to monitor progress
- Attend all court hearings (mandatory unless it is an emergency), be prepared to give verbal reports in addition to written report submitted before the hearing
- Maintain complete and accurate records of time and activities
- Submit a monthly report
- Submit quality written reports 10 days prior of the case court date
- Assist in the identification of resources appropriate to meet the needs of the child
- Maintain strict confidentiality
- Volunteers shall return all confidential records to the CASA staff within thirty days of case closure.

**Benefits:**

- Training, support and supervision from the staff of CASA of Jefferson and Gilpin Counties
- Opportunity to learn about Juvenile Court and Social Service Systems
- Opportunity to develop own skills and abilities
- Satisfaction from contributing to community services on behalf of abused and neglected children

*CASA of Jefferson and Gilpin Counties is committed to equal opportunity for volunteers and does not discriminate because of race, color, creed, national origin, gender, sexual orientation, disability, veteran status, and marital status. Any situation suggesting a possible violation of this policy should be reported promptly to the Executive Director.*