

CASA/GAL VOLUNTEER JOB DESCRIPTION

POSITION

Court Appointed Special Advocate / Guardian ad litem (CASA/GAL) volunteer.

REPORTING RELATIONSHIP

Reports to Volunteer Supervisor.

TIME COMMITMENT

30 hours pre-service training; 12 hours of annual in-service training; other flexible hours as necessary for the assigned case (minimum of 10 hours per month).

POSITION PURPOSE

To serve as a Court Appointed Special Advocate / Guardian ad litem (CASA / GAL) volunteer, working independently to investigate and monitor cases of juvenile abuse, neglect and/or dependence in the **(Name of Court)**.

Duties and responsibilities:

- Obtain first hand a clear understanding of the needs and situation of the child by reviewing all relevant documents and records and interviewing the child, parents, social workers, teachers and other persons to determine the facts and circumstances of the child's situation.
- Identify and advocate for the best interest of the child.
- Seek cooperative solutions by acting as a facilitator among parties.
- Provide at every hearing reports which include findings and recommendations.
- Appear at all hearings to advocate for the child's best interests and provide testimony when necessary.
- Have regular and sufficient in-person contact with the child to ensure in-depth knowledge of the case and make fact-based recommendations to the court. The CASA/GAL volunteer shall meet in-person with the child once every thirty days at a minimum. An exception may be granted at the discretion of program staff; however, the justification and reasons for a decision to permit less frequent-in person contact must be documented.
- Make recommendations for specific appropriate services for the child and, when appropriate, the child's family.
- Determine if a permanent plan has been created for a child.
- Monitor implementation of service plans and court orders assuring that court-ordered services are implemented in a timely manner and that review hearings are held in accordance with the law.
- Inform the court promptly of important developments in the case through appropriate means as determined by court rules or statute.
- Advocate for the child's best interests in the community by interfacing with mental health, educational and other community systems to assure that the child's needs in these areas are met.
- Participate in all scheduled case conferences with supervisory staff.
- Participate in all in-service training.

CASA/GAL VOLUNTEER JOB DESCRIPTION (Cont.)

- Maintain complete records about the case, including appointments, interviews and information gathered about the child and the child's life circumstances.
- Submit monthly reports to the Volunteer Coordinator.
- Return case files to the program after the case is closed.

Qualifications

- Must be at least 21 years of age.
- Must successfully pass a thorough screening/background check.
- Successful completion of pre-service training program.
- Attend a minimum of 12 hours in-service hours annually.
- Able to respect and relate to individuals from various backgrounds and cultures in a caring and sensitive manner.
- Good oral/written communication skills.
- Understands and is willing to commit to a minimum of a one-year volunteer position serving on a minimum of one assigned case.
- Willing to accept supervision, training and evaluation from the professional staff
- Able to provide own transportation.
- Must be a dedicated child advocate, willing to learn the best possible means to ensure that the needs of the children in the **(County Name)** juvenile justice system are being met.

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