

PEER COORDINATOR CONTRACT

1. I will stay in communication with my Senior Program Coordinator *at least **monthly*** and more often at the beginning of new cases.
2. I will give notice at least one week in advance if I am unable to follow through with appointments or trainings.
3. I will return all CASA staff phone calls or emails **within 24 hours**.
4. I will submit my volunteer time and travel mileage by the 5th of each month.
5. I will **follow all CASA of _____ Policies and Procedures** and maintain **confidentiality** at all times, sharing case information with parties to the case only; remembering that foster parents *are not* parties to the case.
6. **I will report any problems or critical changes** on a case to my Senior Program Specialist **immediately**.
7. I will check in with my Senior Program Coordinator if there are problems contacting any parties to a case, the community providers or foster parents.
8. I will return necessary forms to my Senior Program Coordinator in a timely manner.
9. I understand the CASA advocate's edited **draft court report is due** to my Senior Program Coordinator ten days prior to the court date so that the **final report can be turned into the court and other parties one week prior** as required by the court.
10. I will keep my Senior Program Coordinator advised of times I will be out of town on business or vacation.
11. I will let my Senior Program Coordinator know immediately if I have any life changes that may affect my role as a Peer Coordinator and my ability to uphold my two year commitment.
12. I will participate in ongoing in-service Peer Coordinator trainings.

I am aware I need to comply with these policies and procedures or it may result in a review of my ability to continue in my role as a Peer Coordinator.

Peer Coordinator

Date

Senior Program Coordinator

Date