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COURT APPOINTED SPECIAL ADVOCATE VOLUNTEER JOB DESCRIPTION

OBJECTIVE

To advocate for children who come to the attention of the court primarily as a result of abuse or neglect.

QUALIFICATIONS

Volunteers shall be of majority age and shall successfully complete screening requirements, which include a written application, personal interview, reference and a criminal background check, as well as a motor vehicle record check.

RESPONSIBILITIES

- A CASA volunteer respects a child's inherent right to grow up with dignity in a safe environment that that meets that child's best interests.
- A CASA volunteer ensures that the child's best interests are represented at every stage of the case.
- A CASA volunteer reports any new incidents of abuse or neglect to the CASA supervisor and the appropriate authorities.
- A CASA volunteer reviews records and interviews appropriate parties involved in the case, including the child, to determine if a permanent plan has been created for the child and whether appropriate services, including reasonable efforts, are being provided to the child and family.
- A CASA volunteer facilitates prompt, thorough reviews of the case.
- A CASA volunteer attends all court hearings, foster care reviews, and all other hearings and meetings which pertain to the child.
- A CASA volunteer maintains complete records and documentation about the case, including appointments, interviews, and information gathered about the child.
- A CASA volunteer submits recommendations concerning the case to the court in a signed, written report.
- A CASA volunteer makes contact with CASA supervisors, and other parties involved in the case, including the child, at least once a month.
- A CASA volunteer maintains complete confidentiality regarding information about the child, as well as information regarding other parties involved in the case.
- A CASA volunteer exhibits professionalism in behavior and appearance.
- A CASA volunteer is not related to any parties involved in the case assigned to him or her or employed in a position and/or agency that might results in a conflict of interest.
- A CASA volunteer does not provide direct services to any parties that could lead to a conflict of interest or potential liability, or cause a child or family to become dependent on the CASA volunteer for services that should be provided by other agencies or organizations.
- Seek cooperative solutions by acting as a facilitator among parties.
- Promptly inform the court of important developments in the case through appropriate means as determined by the court rules or statute.

TRAINING

A CASA volunteer completes a 30-hour initial training course, which includes but is not limited to:

- dynamics and human behavior associated with child abuse and neglect
- policies and procedures of the CASA program, Department of Children and Family Services, and the Macon County juvenile court
- relevant local, state, and federal laws
- permanency planning and family preservation
- cultural diversity
- communication and interview skills
- the role and responsibilities of a CASA volunteer.

As part of their training, a CASA volunteer also observes a court proceeding. A CASA volunteer completes a minimum of 12 hours of in-service training each year, following their first year of service.

TIME COMMITMENT

Once assigned to a case, a CASA volunteer makes a commitment to the case for at least one year and preferably until a permanent placement is found for the child.

SUPERVISION

The CASA volunteer works under the guidance and supervision of the CASA supervisor.

EQUAL OPPORTUNITY

Macon County CASA is committed to a policy of nondiscrimination as an Equal Opportunity Employer. It is the objective of this organization to assure equal opportunity in all aspects of recruitment and employment of employees and/or volunteers. Further, it is the policy of Macon County CASA to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment or volunteer practices and facilities in accordance with all applicable laws and Executive Orders.