



## CASA Volunteer

### 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 (30 hrs) and in-service trainings (12 hrs/annually)
- Commitment of eighteen months minimum on assignment, averaging 12-15 hours per month
- Conduct independent information-gathering in 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.

**Roles and Responsibilities:**

- Review all relevant documents and records, interview the child, parents, social workers, teachers And other person to determine the facts and circumstances regarding the child's needs and current situation.
- Identify and advocate for the best interest of the child by interacting with key parties in the community including but not limited to: mental health, education, and other systems to ensure child's needs are met.
- Seek cooperative solution by acting as a facilitator among involved parties.
- Maintain regular and consistent face to face contact with the child to ensure accurate information, knowledge, and understanding of the case in order to make fact-based recommendations.
- Recommend, as appropriate, services for the child and the child's family.
- Monitor to ensure a permanency plan has been developed for the child.

- Monitor the implementation of service plans and court orders to ensure that court-orders services are implemented in a timely manner and that review hearings are held in accordance with the law.
- Inform the court promptly of any important developments in the case as determined by court rules or statutes.
- Participate in all scheduled case conferences to advocate for needed services.

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 an inclusive organization that values diversity, equity and accessibility for the youth we serve, our volunteers, our staff and our community stakeholders. We embrace individuals of diverse backgrounds, identities, cultures, and abilities. Our goal is to provide the highest level of advocacy while promoting a safe environment for the children we serve. We expect our staff and volunteers to engage with these guiding principles to support the varied needs of our community.*

*CASA of Jefferson and Gilpin Counties is committed to inclusivity and diversity in its governance, management, and advocacy for children. In regard to persons served by the organization, persons employed by the organization, persons volunteering their services to the organization, the selection of vendors and the provisioning of services to the organization, CASA of Jefferson and Gilpin Counties does not discriminate by reason of age, gender, race, ethnicity, nationality, language, sexual orientation, gender identity, gender expression, disability, religion, marital status, military status, socioeconomic status or citizenship status. Any situation suggesting a possible violation of this policy should be reported promptly to the Executive Director.*