

Court Appointed Special Advocates (CASA) or Guardians ad Litem (GAL) Volunteer Job Description

A Court Appointed Special Advocate or Guardians ad Litem is a trained volunteer, appointed by the Judge to represent the best interest of a child involved in abuse/neglect court proceedings.

REQUIREMENTS

Volunteers come from all cultures, professions, ethnic, and educational backgrounds.

- Must be 21 years of age or older
- Complete application and pass background checks
- Attend pre-service interview
- Complete 30 hours of pre-service training
- Commit to the program for at least one year
- An average time commitment is 10-18 hours per month
- Ability to communicate effectively both verbally and in writing
- Ability to remain professional and maintain objectivity

CASA VOLUNTEER DUTIES

Complete an intensive independent review of each case:

- Visit the child(ren) as often as necessary, typically every 7-10 days, to interact with and observe whether their needs are being met.
- Obtain 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.
- Maintain complete records about the case, including appointments, interviews and information gathered about the child and the child's life circumstances.
- Determine if a permanent plan has been developed for the child and make recommendations concerning permanency.
- Provide court reports (template provided) at hearings which include findings and recommendations.
- Complete a short monthly activity report (template provided) including contacts made and visits with the child.

Ensure representation of the child's best interest:

- Appear at hearings to advocate for the child's best interests and provide testimony when necessary.
- Attend appropriate interagency meetings regarding the child, when possible.
- 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.
- Connect with community agencies and systems to assure the child's needs in these areas are met.
- Report any incident of child abuse or neglect to appropriate authorities and Advocate Supervisor.

Regularly communicate with the Advocate Supervisor for support and supervision. When possible, attend monthly team meetings with other CASA volunteers and the Advocate Supervisor.



Contact Bart Demeter Cell: 304-633-4830 or

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Facebook: Oceana County CASA

CASA of Oceana is a program of The Fountain Hill Center

www.fountainhillcenter.org