

## **CASA Kane County Court Appointed Special Advocate Job Description**

The **Court Appointed Special Advocate (CASA)** is a trained volunteer whose role is to advocate for the best interests of abused and neglected children in the juvenile court system, serving as the child's appointed Guardian ad Litem (GAL). The CASA advocate:

- demonstrates emotional maturity
- is objective and flexible
- exhibits self assurance and assertiveness
- has the ability to make decisions and set goals
- is willing to commit to the program for a minimum of 24 months
- demonstrates the ability to write and speak clearly and concisely.

Qualifications:

- Age 21 or older
- Attendance at a general information meeting (GIM)
- Completion of CASA application (including all reference checks), CANTS, fingerprinting, and background checks
- Participation in the pre-training interview
- Successful completion of the CASA 40-hour new advocate training

Duties and responsibilities:

- Accept the assignment of the case as agreed upon between the volunteer and the case manager
- Read and review all relevant records pertaining to the case
- Meet with the assigned case manager and mentor to plan case strategy
- Interview all principals in the case
- Maintain complete written records of the case
- Continue contact with the child(ren) at least once monthly
- Maintain all case information in strict confidence
- Monitor and facilitate case progress through the court system
- Prepare written reports for the court in timely manner
- Maintain contact with the case manager
- Maintain contact with the appointed attorney
- Attend all court hearings and assure that the best interests of the child are being represented at every stage of the process
- Keep CASA case manager and mentor informed of case activity and progress on a monthly basis
- Pursue professional development in the areas of child welfare, family issues, and related topics
- Participate in 12 hours of continuing education (in-service) per year
- Accept, adhere to and support philosophies and policies of CASA Kane County