

CASA of Adams & Broomfield Counties

CASA Volunteer Job Description

A Court Appointed Special Advocate (CASA) is a trained volunteer who represents the best interests of child victims of physical, sexual, or emotional abuse and neglect that are currently in the judicial system. CASA volunteers are supervised by CASA team members and work alongside the child's legal and professional team. They ensure that the child's physical, mental, education and emotional needs are being met, and advocate for the child in court, all while supporting them in their journey to find a safe and permanent home.

Requirements & Qualifications

A successful CASA volunteer is mature, stable, open-minded, empathetic, collaborative, and confident. They also have an ability to problem-solve and have strong written and verbal communication skills. CASA Volunteers must also:

- Be at least 21 years of age
- Have lived in the United States for the past 7 years
- Pass a criminal background check and fingerprinting
- Complete 30 hours of pre-service training hours
- Complete 12 hours of Continuing Education hours each year
- Commit to serving for at least 18 months (average length of a case)
- Have the ability to spend approximately 10-15 hours/month on their case

Duties

- Attend pre-service trainings, swearing-in, and continuing education trainings
- Conduct an independent examination into each case
 - Review all pertinent records and documents
 - Meet with the child(ren) at least twice a month
 - Make contact with other individuals in the child's life (biological parents, family members, teachers, etc.)
 - Assess if the needs are/are not being met (physical, emotional, social, education)
 - Identify resources needed to meet the needs of the child
- Monitor the child(ren)'s progress by visiting them twice a month, to assess if court orders are being carried out
- Submit a written court report two weeks in advance of each court date under the guidance of your Senior Program Coordinator (CASA Volunteer Supervisors)
 - Include pertinent information about the case as well as recommendations to the Judge
- Attend all court hearings (mandatory unless it is an emergency)
 - Typically occur every 60-90 days
 - Give a verbal update with the most recent update on your case
- Maintain complete and accurate record of time and activities through contact log
- Connect with the professional team when necessary
- Maintain strict confidentiality