

## **CASA of Adams & Broomfield Counties**

### *CASA Volunteer Position Description*

A CASA (Court Appointed Special Advocate) is a trained volunteer who represents the best interest of children who have experienced abuse and neglect that are currently in the judicial system, through no fault of their own. 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, educational, 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 have an ability to problem-solve and 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
- Complete a criminal background check and fingerprinting. Applicants are ineligible if they have been convicted of or have charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related offenses that would pose risks to children. All other offenses will be evaluated according to the program's standards and with consideration of the duration of time since the incident.
- Complete 30 hours of pre-service training
- 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 per 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 as needed (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 and 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 CASA Advocate Supervisor or Peer Coordinator
  - Include pertinent information about the case and recommendations to the Judge
- Attend all court hearings (mandatory unless there is an emergency)
  - Typically occur every 60-90 days
  - Provide a verbal update at the hearing with the most recent update on your case
- Maintain complete and accurate records of case-related activities on volunteer database
- Connect with the professional team members when necessary
- Maintain strict confidentiality