

## **COURT APPOINTED SPECIAL ADVOCATE**

### **Job Description**

A Court Appointed Special Advocate (CASA) volunteer is a trained citizen who is appointed by a judge to represent the best interests of a child in court. CASAs are individuals who express a genuine concern for the welfare of children. The ability to communicate, in both written and verbal forms, is a strong factor for consideration.

CASA volunteers must have no record of confirmed involvement in child abuse or neglect or conviction of a felony crime.

To avoid a conflict of interest, no volunteer shall be certified if he or she is currently employed by the Juvenile Division of the District Court, Youth Services of DCF, or any foster care agency currently contracted with the State of Kansas DCF to provide foster care services.

### **Requirements of a CASA Volunteer**

1. Must be at least 21 years of age
2. Attend all required pre-service training sessions
3. Attend all in-service sessions as required on an annual basis
4. Serve at least one year following pre-service training
5. Application, references and interview must indicate the abilities to be objective, to function professionally, and to show concern for the welfare of children as the primary motive for becoming a CASA Volunteer.
6. Must respect confidentiality of all parties
7. Must be able to successfully complete screening of NCIC fingerprint check and the DCF Child Abuse and Neglect registry

### **Duties of a CASA Volunteer**

1. Gather all pertinent information through the use of court, DCF and foster care agency files, interview relevant parties and communicate with professionals involved in the case
2. Keep CASA staff informed of all activities through phone calls, e-mails, office visits, meetings and written reports
3. Maintain an up-to-date and complete file on each case assigned
4. Return all files to the CASA office upon completion or closure of a case
5. Adhere to all deadlines and timetables involving an assigned case (Court reports are due on Thursdays two weeks prior to a scheduled hearing. Monthly reports are due on the 4<sup>th</sup> of each month.)
6. Provide any information requested by CASA program staff which may be needed for overall program evaluation
7. Attend all hearings, staffings, administrative reviews and case planning sessions
8. Assist in the implementation of any plan prescribed by the court
9. Encourage permanency planning
10. Maintain regular contact (minimum of one hour per month) with the child(ren)
11. Advocate for the best interest of the child(ren) at all times
12. Contact CASA staff in emergency situations