

CASA of Central Virginia
CASA Volunteer Job Description

Rev. 9/15/22



Position – Court Appointed Special Advocate (CASA) Volunteer

Supervision – Supervision and guidance provided by an Advocate Manager

Position Description – A Court Appointed Special Advocate (CASA) Volunteer is a trained community volunteer appointed by a Juvenile and Domestic Court Judge to advocate for the best interest of abused and/or neglected children in the court system.

Duties and Responsibilities:

- Obtain first hand, a clear understanding of the needs and situation of the child by reviewing all relevant documents and records and interviewing the parents, social workers, teachers and other persons to determine the facts and circumstances of the child’s situation.
- Identify and advocate for the best interest of the child.
- Seek cooperative solutions by acting as a facilitator among parties.
- Provide a detailed typed court report 14 days before each hearing which includes fact-based findings and recommendations.
- Appear at all hearings to advocate for the child’s best interests and provide testimony when necessary.
- Have regular and sufficient in-person contact with the child; meeting in-person with the child at least twice per month (one of those visits must be in the child’s home or placement), including observing interactions between child and family.
- Make recommendations for specific appropriate services for the child and the child’s family.
- Determine if a permanent plan has been created for a child.
- 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.
- Inform the court promptly of important developments in the case through appropriate means as determined by court rules or statute.
- Advocate for the child’s best interests in the community by interfacing with mental health, educational and other community systems to assure that the child’s needs in these areas are met.
- Accept supervision and guidance from Advocate Manager to include participating in all scheduled case conferences, submitting on-time monthly volunteer activity reports, collaborating with manager to implement suggested changes to court reports in timely manner, and participating in the annual performance evaluation process.
- Participate in at least 12 hours of in-service training each year.
- Maintain complete records about the case, including appointments, interviews and information gathered about the child and the child’s life circumstances.
- Promptly return case files to the program after the case is closed.
- Keep information confidential and work within established program guidelines.
- Report suspected child abuse.

Qualifications

- Must be at least 21 years of age.
- Cannot be a party to any case in any J&DR court of the 24th Judicial District (Lynchburg, Campbell, Bedford, Amherst or Nelson courts). If this conflict exists, you would only be able to serve in Appomattox (part of the 10th Judicial District).
- Have sufficient time to perform the volunteer duties; an average 3-5 hours per week.
- Commitment of a minimum of one-year or the length of your first case.
- Able to respect and relate to individuals from various backgrounds and cultures.
- Good oral/written communication skills, including sufficient computer skills.
- Able to provide own transportation.
- Ability to maintain objectivity and think independently.
- Ability to establish and maintain good working relationships.
- Possess mature judgment, high degree of responsibility and professionalism.
- Submit an application with 3 references.
- Participate in phone and in-person interview.
- Must successfully pass all screening/background checks.
- Must successfully complete pre-service training program.

CASA Volunteer Core Competencies

