

Expectations

1. Face to face visit with child(ren) at least once a month (Phone contact and additional visits as needed or desired)
2. Contact with foster parent monthly and as needed to schedule visitation, updates regarding the child(ren) or placement, and any upcoming events/doctor's appointments/etc
3. Contact DCFS case manager at least once a month to share information (can be via email)
4. Contact/Attempt contact with biological parents to get updates on their compliance once a month
5. Document **ALL** contacts and attempted contacts in OPTIMA within 3 days of contact. Remember to document fact based observations. Who, What, When, Where, Why, and How will this affect my child/case
6. Contact teacher/counselor or daycare staff (if applicable); Obtain grades during reporting times
7. Observe a family visit (every other month or when possible)
8. Contact your supervisor at least once a month or whenever needed for questions, concerns, or events happen. Accept or return calls, texts and emails from supervisors in a timely fashion.
9. Visit face to face with your supervisor at least every 3 months for a written quarterly staffing to discuss your case.
10. Compile a court report from your contact logs for all Review and Permanency Hearings.

Volunteer

Date

Supervisor

Date