

CASA OF TERREBONNE VOLUNTEER JOB DESCRIPTION

OBJECTIVE:

To advocate for the best interest of a child(ren) that the court deems a child in need of care due to interfamilial violence, abandonment, and/or neglect.

QUALIFICATIONS:

- Must be at least 21 years of age.
- Able to complete an electronic application, personal interview, reference check, various criminal background checks and a DCFS child abuse and neglect records screening.
- Attend and successfully complete 30 hours of training.
- Attend a web-based management system training prior to case appointment.

RESPONSIBILITIES:

- Advocate for abused and neglected children in court proceedings
- Review records, interview parties to the case, including the child(ren), perform objective investigations
- Provide written fact based reports to the court with recommendations
- Attend all court hearing and meetings
- Determine if a permanent plan has been created for the child
- Determine if appropriate services, including reasonable efforts, are being provided to the child and family
- Monitor the case through its duration
- Commit herself/himself to the program for twenty-four months
- Complete and document 12 hours of in-service training per year
- Available for a case assignment as they are assigned by the court
- Maintain a thorough record of the case, including appointments, interviews, and facts surrounding the child(ren) life via the program's web based case management system
- Submit all case related information and contacts within three (3) days of acquiring said information via the program's web based case management system
- Volunteers are NOT to transport children

REQUIRED SKILLS/ABILITIES:

- Must have access to a computer/internet capable device with internet service
- Must have the ability and/or the willingness to learn how to operate in a web based case management system
- Keep all client and court information confidential
- Communicate effectively both orally and in writing
- Respect and relate to people from diverse backgrounds in different settings
- Travel to various locations
- Maintain objectivity
- Gather and record factual information correctly
- Understand child development and family dynamics

Standard 7: Job Description for CASA Volunteer 10241

- Conduct oneself in a professional manner
- Appear at all meetings and hearings timely