



6th Judicial District CASA

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6th Judicial District CASA Program Volunteer Advocate Job Description

1. Position Description

A Court Appointed Special Advocate (CASA) is a Volunteer Advocate appointed by the court for the best interest of a child who is alleged to have been abused or neglected. In order to do this, the CASA/Guardian ad Litem must independently investigate the facts of the case, recommend a course of action to the court, explain the courts findings to the child and monitor the progress toward established permanency goals.

2. Supervision

Supervision, guidance and support is provided by the advocate coordinator and/or Executive Director.

3. Examples of Duties

1. Upon assignment of a case, interview all parties involved to determine the facts.
2. Investigate alternatives available for the child, such as placement and services, ect.
3. Submit reports to the court for each court hearing. (mailed, faxed or emailed)
4. Review appropriate records and reports pertaining to the child or children involved in the case.
5. Appear at court hearings to make recommendations to the court and provide an update on the child.
6. Continue contact with child regularly (or at least monthly).
7. Continue contacts with family, social workers and others to monitor court orders.
8. Bring significant changes in the family to the courts attention and ensure they are following court recommendations.
9. Continue follow-up contacts, submit additional reports and make new recommendations as needed, until a final disposition is made.

4. Requirements of a CASA

1. Must be 21 years of age.
2. Complete application process / background check
3. Complete 30 hours of pre-service training.
4. Maintain strict confidentiality.
5. Complete continuing education 12 hours of in-service training annually.
6. After pre-service training, serve as a CASA for at least one child/case until dismissed.
7. Keep assigned CASA Advocate Supervisor informed of all case related activities, staffing the case at least monthly.

5. Time Frames

1. Attend 30 hours of pre-service training sessions.
2. Investigate and prepare a report for the first court hearing: generally, 15 - 20 hours over a 3 - 4 week period.
3. Complete 12 hours of continuing education per year.
4. Monitor court orders and prepare for review hearings: average 3 - 5 hours per month.
5. Monitor cases between 8 - 16 months.

6. Necessary Knowledge, Skills and Qualifications

1. Ability to keep all clients, case and court information confidential.
2. Ability to communicate effectively orally and in writing.
3. Ability to respect and relate to people from various backgrounds.
4. Access to transportation
5. Able to maintain objectivity and independence.
6. Have a basic understanding in child development and family relationships.
7. Must be 21 years of age.
8. No felony convictions.

Benefits:

Involvement in the 6th District CASA Program provides an opportunity to enhance written and oral communication skills, to gain understanding of the child protection system legal system in Southeast Idaho, to increase awareness of child abuse and neglect, to become aware of the available services in the area and to have a positive impact on the quality of a child's life.

Volunteer Signature

Date

Jared Marchand
Executive Director

Date