



VOLUNTEER

Job Service Description

OBJECTIVE

A Court Appointed Special Advocates (CASA) advocates for the children who come to the attention of the court primarily as a result of abuse or neglect.

SELECTION

Volunteer candidates selected to provide services for CASA shall be recruited and screened by the Executive Director and provided appropriate training prior to working with clients.

Volunteers will be screened using the following criteria:

- A. Volunteers must be 21 years of age or older.
- B. Volunteers cannot currently be on parole or probation.
- C. Volunteers may not have any pending felony charges or any felony convictions for the past five years.
- D. CASA will not accept volunteers with convictions for sex offenses or violent offenses.
- E. Volunteers may not have convictions for drug offenses for the past five years.
- F. All volunteers will submit a completed written application including references.
- G. All volunteers will submit to a personal interview.
- H. All volunteers will authorize a check of the Criminal History Record Information (CHRI) system, and **submit to a finger printed FBI and ISP criminal background check and local law enforcement** incurring a fee of \$55.00, as well as any out-of-state localities where the candidate has resided in the past 7 years.
- I. All volunteers will authorize a check of the Department of Children and Family Services (DCFS) central registry--Child Abuse and Neglect Tracking System (CANTS) and Sex Offender Registry.
- J. All volunteers will submit their Social Security number for verification and their Driver's License copy for a motor vehicle record inquiry.
- K. All volunteers will sign a confidentiality form.
- L. All volunteers will sign a conflict of interest statement.



RESPONSIBILITIES

A CASA volunteer respects a child's inherent right to grow up with dignity in a safe environment that meets that child's best interests.

A CASA volunteer ensures that the child's best interests are represented at every stage of the case.

A CASA volunteer reports any new incidents of child abuse or neglect to the CASA Executive Director and appropriate authorities.

A CASA volunteer reviews records and interviews appropriate parties involved in the case, including the child, to determine if a permanent plan has been created for the child and whether appropriate services, including reasonable efforts, are being provided to the child and family.

A CASA volunteer facilitates prompt, thorough reviews of the case.

A CASA volunteer attends all court hearings, foster case reviews, administrative case reviews, and all other hearings and meetings which pertain to the child.

A CASA volunteer maintains complete records and documentation about the case, including appointments, interviews, and information gathered about the child.

A CASA volunteer should have regular, in-person contact with the child sufficient to have in-depth knowledge of the case in order to make fact based recommendations to the court.

A CASA volunteer should anticipate two (2) visits per month with the child(ren).

A CASA volunteer submits recommendations concerning the case to the court in a signed, written report.

A CASA volunteer makes contact with the Executive Director, supervisors, and other parties involved in the case, at least once a month.

A CASA volunteer, in support of his or her activities advocating for the child(ren) will document and submit each month a program time sheet recording all efforts and contact relevant to their case.

A CASA volunteer maintains complete confidentiality regarding information about the child, as well as information regarding other parties involved in the case.



LaSalle County CASA

A CASA volunteer exhibits professionalism in behavior and appearance.

A CASA volunteer is not related to any parties involved in a case assigned to him or her or employed in a position and/or agency that might result in a conflict of interest.

A CASA volunteer does not provide direct services to any parties that could lead to a conflict of interest or potential liability, or cause a child or family to become dependent on the CASA volunteer for services that should be provided by other agencies or organizations.

A CASA volunteer abides by the National CASA Code of Ethics.

TRAINING

A CASA volunteer will complete a minimum of 30 hours of initial training.

Training includes:

- A. the policies and procedures of the CASA program, the Department of Children and Family Services (DCFS), and Juvenile Court,
- B. the dynamics of human behavior associated with child abuse and neglect,
- C. relevant local, state and federal laws,
- D. permanency planning and family preservation,
- E. cultural diversity,
- F. communication and interviewing skills,
- G. how a case proceeds through juvenile abuse court
- H. the roles and responsibilities of a CASA volunteer, and
- I. observing a juvenile court proceeding.

A CASA volunteer must complete a minimum of **12 hours** of in-service training each year following their first year of service.

TIME COMMITMENT

Once assigned to a case, a CASA volunteer makes a commitment to the case for at least 18 months, and preferably until a permanent placement is found for the child.

SUPERVISION

A CASA volunteer will be monitored by the Executive Director or Advocate Supervisor for the duration of the case.