



# CASA of Ventura County Volunteer Job Description

A CASA (Court Appointed Special Advocate) Volunteer is a trained community volunteer appointed by a juvenile court judge to speak for the best interests of a child or nonminor dependent who has been abused or neglected. A CASA Volunteer is an official part of the judicial proceedings, working alongside attorneys and social workers. By handling only one or two cases at a time, a CASA Volunteer has time to thoroughly explore the history and circumstances of each assigned case.

## **SUPERVISION**

Direct supervision and guidance is provided by the Case Supervisors or Peer Coordinators. Volunteers are encouraged to call their Case Supervisor or Peer Coordinator at any time with questions or concerns.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Complete an extensive, independent review of each case.
- Report findings and recommendations to the court by submitting a formal court report to the judge at every scheduled hearing.
- Ensure representation of the child's or nonminor's best interest.
- Monitor case following a court hearing or decision as designated by the court.
- Complete monthly case report.
- Regularly consult with the Case Supervisor/Peer Coordinator concerning assigned case.

## **TRAINING**

- Volunteers are required to attend approximately 40 hours of pre-service, training and 12 hours of continuing education training annually (calendar year).
- Volunteers follow guidelines established by the National CASA Association and are governed by the Welfare and Institutions code and California State law (Rule of Court 5.655).
- Volunteers have access to additional training opportunities offered by other agencies.

## **TIME COMMITMENT**

- The law requires a minimum commitment of 12 to 18 months as a CASA volunteer. However, our expectation is that a volunteer stays with a case to the end of the dependency.
- Volunteers are required to attend all court hearings on their cases – approximately every six months or more as required by the case.
- Volunteers, on average, spend 12-15 hours per month on each case.

## **KNOWLEDGE & SKILLS**

- Must be 21 years of age or older.
- Good common sense.
- A basic understanding of child development and family relationships.
- Ability to keep all client and court information confidential.
- Ability to communicate effectively both orally and in writing.
- Ability to respect and relate to people from various backgrounds.
- Ability to transport self and Appointee.
- Ability to maintain objectivity.
- Ability to actively participate in any conflict resolution that may arise on cases.
- Ability to be a team player with all CASA partners, i.e. social workers, attorneys, therapists, teachers, etc.