

VOLUNTEER ADVOCATE JOB DESCRIPTION

Classification: Volunteer Advocate

Reports to: Casework Supervisor

Qualifications:

- At least 21 years of age.
- Completion of Volunteer Advocate Application and provide three references.
- Completion of Personal Interview with Volunteer Manager.
- Successful completion of FBI Background Check and Child Abuse Registry Background Check.
- Successful completion of 30 hours of pre-service training provided by CASA.
- Completion of 12 or more continuing education hours of training annually, including a mandatory 1-hour refresher course each year.
- Recognize and respect the sensitive nature of the work and maintain confidentiality
- The ability to work cooperatively with individuals of diverse racial, economic, and cultural backgrounds

Purpose:

- To recommend to the court, based on fact-finding and investigation, the “best interest” of a child in the conservatorship of the Department of Protective and Regulatory Services.
- To believe that every child has the right to a safe, permanent home that meets that child's basic needs.

Responsibilities of Position:

- Interview all parties, clients and professionals involved with the assigned case.
- Maintain records of all findings. Maintain precise case notes and input into Optima, case management database, within one month of occurrence.
- Confer with CASA Casework Supervisor on a regular basis –at least one time each month – and prior to any hearing.
- Communicate with CPS and Attorney ad Litem after each visit and with other parties in the case monthly
- Attend all staffing on an assigned case concerning the child/children.
- Record all monthly case notes and contacts in Optima, no later than the 5th day of the following month.
- Prepare written court reports for Review Hearings.
- Appear in court to represent the child's best interest.
- Monitor the case to ensure court orders are being followed and appropriate services are being provided for the child and parents in a timely manner.
- Investigate and monitor a child's placement – residential treatment facility, group home, foster home, or relative placement. Determine suitability of placement.
- Advocate for permanency. If parental rights are terminated, remain on the case until the child is placed in an adoptive home and the adoption is consummated.
- Accept/request support resources from CASA staff.
- Return all printed case records notes at the conclusion of the assigned case.
- Maintain complete confidentiality regarding information about the case.
- Exhibit professionalism in behavior and appearance following the CASA standards of conduct.
- Is not related to any parties involved in a case assigned to him/her or employed in a position

and/or agency that might result in a conflict of interest.

- 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.
- Does not discriminate on the basis of ethnicity, race, national origin, language, gender, religion, ability, sexual orientation, or socio-economic class
- Adhere to Texas CASA minimum standards of working a case (see Appendix A).

Time Commitment:

- Once assigned to a case, a CASA volunteer makes a commitment to the case for at least eighteen months and preferably until a permanent placement is found for the child. Average commitment time is 5-10 hours a month.

VOLUNTEER'S PRINTED NAME

SIGNATURE

DATE