



## Court Appointed Special Advocate (C.A.S.A.) Job Description



### **POSITION**

240 Court Appointed Special Advocate (C.A.S.A.) positions open throughout the County

### **REPORTING RELATIONSHIP**

Reports to Advocate Supervisor.

### **TIME COMMITMENT**

Complete 30 hours of pre-service training; 12 hours of annual in-service training; other flexible hours as necessary for the assigned case (minimum of 10-15 hours per month for 18 months).

### **POSITION PURPOSE**

To serve as a Court Appointed Special Advocate volunteer, working independently to monitor, mentor, and advocate on behalf of youth who are victims of abuse and neglect and currently in the San Bernardino County foster care system.

### **COMPENSATION:**

Turning a life of hurt into a life of hope. Left with little or no consistent guiding presence in their lives, children and youth in foster care are often lost, confused, and alone. While in care, many youth face difficulties that can prevent them from becoming successful adults. C.A.S.A. volunteers provide stability and hope to abused and neglected youth by being a consistent and positive presence in their lives.

### **DUTIES AND RESPONSIBILITIES**

- Select a youth that you would like to be appointed to.
- Read and become familiar with the youth's case history.
- Identify and advocate for the best interest of your appointed youth.
- Obtain first hand a clear understanding of the needs and situation of your appointed youth by reviewing all relevant documents and records, interfacing with the youth, social workers, placement, teachers, school personnel, therapists, and any other individuals involved in the case to determine the facts and circumstances.
- Conduct yourself professionally at all times, being respectful, tactful and patient while performing your duties as a volunteer child advocate, keeping in mind that you are acting under direct authority of the juvenile Department of the Superior court of the State of California.
- Develop and maintain friendly, supportive and empowering relationship with the child. Assist the child in self-sufficiency by avoiding dependent relationships.
- Seek cooperative solutions by acting as a facilitator amongst parties.
- Recognize you will be serving as a mandated reporter, and report any suspicions or incidents of child abuse or neglect to Children's Protective Services (CPS) and file a written report within 24 hours.
- Keep all information confidential, disclosing information only to the program staff, court, social worker, probation officer (if any), or attorneys involved in the case.
- Meet with and report to your Advocate Supervisor on a monthly basis to discuss the status of the case.
- Provide at every hearing reports which include findings and recommendations.
- Appear at all hearings to advocate for your appointed youth's best interests and provide testimony if called upon. (hearings occur once every six months)



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- Participate in Team Decision Making (TDM) meetings; Children and Family Team (CFT) meetings; and Transitional Conferences.
- Have regular and sufficient in-person contact with your appointed youth to ensure in-depth knowledge of the case and make fact-based recommendations to the court. The CASA volunteer shall meet in-person with the youth once every thirty days at a minimum.
- Make appropriate recommendations for specific services and/or interventions for your appointed youth.
- Determine if a permanent plan has been created for your appointed youth.
- Monitor implementation of service plans and court orders assuring that court-ordered services are presented in a timely manner and review hearings held in accordance with the law.
- Inform the court promptly of important developments in the case through appropriate means as determined by court rules or statute.
- Advocate for appointed youth's best interests in the community by interfacing with mental health, educational, and other community systems to ensure that the child's needs in these areas are met.
- Participate in all scheduled case conferences with supervisory staff.
- Participate in in-service trainings.
- Submit monthly time logs to your Advocate Supervisor.
- Return all case files and notes to the program after the case is closed.

### **QUALIFICATIONS**

- Must be at least 21 years of age
- Must successfully pass a thorough screening/background process consisting of an FBI and DOJ fingerprint check, child abuse registry, DMV record check, Social Security number check, Megan's Law Database check, and five references.
- Successful completion of the 30 hour-pre-service training program
- Complete a minimum of 12 hours of in-service training hours annually
- Ability to respect and sensitively relate to individuals from various backgrounds, cultures, and lifestyles in a variety of settings.
- Ability to communicate effectively both orally and in writing
- Able to make a minimum 18 month commitment
- Willing to accept supervision, training, and evaluation from professional staff
- Posses a California Driver's license and provide one's own transportation
- Ability to understand and obey court order of confidentiality regarding all client and court information.
- Ability to gather and accurately record factual information, be flexible and objective, write reports twice per year for court
- Ability to demonstrate sound judgement and character, focusing on the child's needs.
- Must be a dedicated child advocate, willing to learn the best possible means to ensure that the needs of the children in the San Bernardino County Juvenile Justice system are being met.
- Ability to work independently as requires, as well as accept supervision and direction as needed.



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**For more information:** Contact Maggie Harris, Community Outreach Manager at 909-881-6760; [Maggie@casaofsb.org](mailto:Maggie@casaofsb.org). Or visit us at [www.casaofsb.org](http://www.casaofsb.org) and complete a volunteer inquiry.