

Volunteer Job Description

Primary Goals:

- To recommend to the Court, based on fact finding and investigation, the best interest of a child(ren) in Child Protective Service Custody.
- To work for and to achieve the mission of CASA — improving the lives of abused and neglected children through court-appointed volunteers advocating for services and placement in safe and permanent homes.
- To facilitate timely resolution to cases.
- Qualifications:
 - At least 21 years of age.
 - Completion of Volunteer Advocate Application.
 - Completion of Personal Interview with CASA staff.
 - Successful completion of State and National Criminal Background Check.
 - Successful completion of Child Abuse Background Check.
 - Successful completion of National Sex Offender Registry Check.
 - Provide five references: All must be unrelated.
 - Successful completion of 30 hours of pre-service training provided by CASA.
 - Completion of 12 or more continuing education hours of training annually.
 - Successful completion of all background re- checks every two (2) years.
- Responsibilities:
 - Respect a child's inherent right to grow up with dignity in a safe environment that meets that child's best interests.
 - Ensure that the child's best interests are represented at every stage of a case.
 - Report any new incidents of child abuse/neglect to the DFPS casework supervisor and appropriate authorities.
 - Interview all parties, clients, professionals, as well as the child/children involved in assigned cases.
 - Observe and evaluate the progress of the case through visits with the child and family.
 - Maintain ongoing discussions with the professionals involved to monitor case activity.
 - Review records and interview appropriate parties involved in the assigned case, including the child, to determine if a permanent plan has been created for the child and whether appropriate services are being provided to the child and family.
 - Facilitate prompt, thorough reviews of the case.
 - Attend court hearings, staffings, and meetings which pertain to the child.
 - Maintain complete records and documentation about the case, including appointments, interviews, and information gathered about the child.
 - Submit recommendations concerning the case to the Advocacy Supervisor for revisions and critiquing.
 - Reach an agreement with the Advocacy Supervisor regarding all verbal and written recommendations going before the court.
 - Maintain regular contact (at least once a month) with Advocacy Supervisor and other parties; such as AAL, DFPS, educational and medical providers, and therapists; involved in the case, including the child, according to the Texas CASA minimum expectations of working a 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.

- Travel as needed to provide services required.
- Adhere to Texas CASA minimum expectations of working a case.