

CASA KANE COUNTY
CASA/GAL Volunteer
Job Description

The **CASA/GAL (Court Appointed Special Advocate/ Guardian *ad litem*)** is a trained volunteer whose role is to advocate for the best interests of abused and neglected children in the Juvenile Court system, serving as the child's appointed Guardian Ad Litem.

The CASA Volunteer:

- Demonstrates emotional maturity
- Is objective and flexible
- Exhibits self-assurance and assertiveness
- Has the ability to make decisions and set goals
- Is willing to commit to the program for a minimum of 3 years
- Demonstrates the ability to write and speak clearly and concisely
- Demonstrates an intermediate level of technical skill for navigating emails, reports written electronically and note entry in database.

Qualifications:

- Age 21 or older
- Attend a General Information Meeting
- Completion of CASA application, reference checks, CANTS and fingerprinting
- Participation in the Pre-Service interview
- Successful completion of the CASA 45-50 hour Pre-Service training

Duties and Responsibilities:

- Accept the assignment of the case as agreed upon between the volunteer and the Advocate Supervisor.
- Read and review all relevant records pertaining to the case.
- Meet with the Advocate Supervisor and Training and Education team to plan case strategy.
- Interview all people and the child(ren) for facts to report.
- Follow up on parent's services and include information in report to the court.
- Maintain complete written records of the case in the Optima database.
- Visit with the child/children at least once month.
- Maintain all case information in strict confidence.
- Monitor and facilitate case progress through the court system.
- Prepare written report for the court in timely manner with approval from your supervisor.
- Maintain good communication, contact and progress with your Advocate Supervisor and CASA/GAL Attorney.
- Attend all court hearings and assure that the best interests of the child/children are being Represented.
- Attain 12-20 (CEU) continuing education CORE/elective units for your case.
- Accept, adhere to and support philosophies and policies of CASA Kane County.