CASA of Southeast Missouri, Inc.
CASA Volunteer Job Description

A CASA (Court Appointed Special Advocate) is a trained, citizen volunteer appointed by the Juvenile Court Judge to ensure that the needs and interests of abused and neglected children are being met. CASAs are assigned to dependent children who are under the Juvenile Court jurisdiction and are assigned at the discretion of the Juvenile Court.

Requirements for being a CASA

- Be willing to follow Missouri law and the standards of CASA of Southeast Missouri, Inc., regardless of your own personal beliefs.
- Make a commitment to serve as a CASA for a minimum of one year
- Be willing to donate 4 – 6 hours a month
- Be at least 21 years of age
- Have own transportation
- Be literate and able to communicate clearly
- Complete an application form and provide three acceptable references
- Complete a thorough background check
- Participate in an in-depth training program
- Be mature, respectful, honest, professional, and objective
- Respect the confidentiality of all parties
- Be committed to respecting cultural diversity

Responsibilities of a CASA Volunteer

- To serve as an arm of the Juvenile Court as researcher, monitor, and child advocate
- To obtain first hand a clear understanding of the needs and situation of the child by reviewing all relevant documents and records and interviewing the child, parents, social workers, teachers, and other concerned parties
- Identify and advocate for the best interest of the child
- Seek cooperative solutions by acting as a facilitator among parties
- Provide at every hearing reports which include findings and recommendations
- Appear at all hearings to advocate for the child's best interest and provide testimony when necessary
- Have regular and sufficient in-person contact with the child to ensure in-depth knowledge of the case and make fact-based recommendations to the court
- Make recommendations for specific appropriate services for the child and, when appropriate, the child's family
- Determine if a permanent plan has been created for the child
- Monitor implementation of service plans and court orders assuring that court-ordered services are implemented in a timely manner and that review hearings are 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 statutes
- Advocate for the child's best interest in the community by interfacing with mental health, educational and other community systems to assure that the child's needs in these areas are being met
- Participate in all scheduled case conferences with supervisory staff
- Attend six (6) monthly meetings annually and complete twelve (12) hours of in-service training annually through monthly training meetings, videos, books, seminars, etc.
- Maintain complete records about the case, including appointments, interviews and information gathered about the child and the child's life circumstances
- Return case files to the program after the case is closed
- Case load is limited to no more than two (2) children/sibling groups at a time unless an exception is granted, documented, and justified. If exception granted, case load cannot exceed five (5) assigned cases

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