



CASA of Mercer County, Inc.
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JOB DESCRIPTION – CASA VOLUNTEER

A CASA volunteer needs specific knowledge, attitudes, and skills to effectively advocate for a child. Children who have been abused or neglected are often without a voice in the court system. A CASA volunteer can be that voice and advocate for their best interests. An effective advocate is able to:

- A. Handle each case with the single goal of advocating for interventions and services designed to ensure that the child is in a safe, stable and permanent home as soon as possible;
- B. Work within the parameters of federal and state laws governing child abuse and neglect cases; and
- C. Under the guidance of the CASA staff:
 1. conduct an independent investigation and gather facts for their individual case to ascertain the needs of the child;
 2. collaborate with the child (when possible), the child's family, the Division of Youth & Family Services, and other service providers to identify the appropriate resources for meeting the needs of the child and to determine where those resources are available;
 3. consistently design and present to the court fact-based recommendations so that appropriate resources can be ordered to meet the needs of the child; and
 4. monitor the case until the child is in a safe, permanent home.

Qualifications & Requirements of a CASA

- A. Interest in children, their rights and special needs
- B. Interpersonal skills
- C. Communication skills – oral and written
- D. Minimum age requirement is 21 years of age
- E. No criminal history - Any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or the program's credibility will not be accepted as a CASA volunteer.
- F. Organizational skills
- G. Objectivity
- H. Personal interview
- I. Four favorable references from sources other than relatives
- J. Attend CASA training, which is approximately 30 hours in length.
- K. One year commitment from assignment date
- L. Attend 12 hours of in-service training a year

Specific Duties of a CASA

- A. Maintain and secure confidential records
- B. Become familiar with all relevant facts through personal interviews with appropriate parties and a review of all records and documents.
- C. Determine whether appropriate services, including reasonable efforts are being provided to the child and family.
- D. Explore alternatives
- E. Attend court hearings, child placement review board hearings and agency reviews as scheduled.
- F. Facilitate court ordered plan.
- G. Prepare signed written reports for the Court and/or Child Placement Review Board with recommendations to the court on what placement and services are best for the child.
- H. Submit reports in a timely fashion.
- I. Report significant changes in the case to CASA case supervisor and Division of Youth and Family services caseworker.
- J. Maintain ongoing communication with case supervisor to receive support and keep information up to date.
- K. Determine if a permanent plan with appropriate time frames has been created for the child.