

Advocate Job Description

Position

Court Appointed Special Advocate (CASA)

Williamson County, Tennessee

Reports to

CASA Advocate Supervisor

Responsible to

CASA Executive Director and Williamson County Juvenile Court Judge

General Requirements

Each CASA must demonstrate the desire, willingness and ability to help a child. Volunteers must be at least 21 years of age, make at least a two year commitment, complete a 30 hour CASA training course and court observation hours, successfully pass a CASA background screening, receive supervision, work effectively alongside other “system” professionals, and report to the court.

Roles and Responsibilities

- Establish a relationship with the child to better understand the child’s needs and desires. Meet with him/her at least once a month.
- Support the child throughout court proceedings: explain the court proceedings to the child (if age appropriate), attend each hearing with or without the child, attend appropriate interagency meetings regarding the child.
- Explain the CASA volunteer's role, duties and responsibilities to all parties associated with the case. Review available records regarding the child's family history, school behavior, medical or mentalhealth history, etc.
- Identify and explore potential resources that will facilitate family preservation, early family reunification, or alternative permanency planning.
- Interview all parties involved with the child regarding the child’s circumstances and needs, as determined by the CASA plan.

- Communicate the child's needs to the court in written reports including concerns and recommendations.
- Ensure that the court-ordered plans for the child are being implemented.
- Communicate and coordinate efforts with the child's case manager, probation officer, and/or Guardian ad Litem.
- Comply with the National CASA Association standards.
- Other duties and responsibilities as determined by the presiding Juvenile Court Judge or Magistrate.