

# **Fannin County Children's Center**

## **JOB DESCRIPTION**

**POSITION TITLE:** CASA Volunteer/Guardian ad Litem

**RESPONSIBLE TO:** CASA Program Director or CASA Casework Supervisor, as assigned

## **REQUIREMENTS**

- Must be at least 21 years of age.
- Complete volunteer application, personal interview and additional screening requirements.
- Clear background checks with law enforcement and Child Protective Services.
- Complete 30 hours of initial training and at least 12 hours of in-service training annually in order to gain knowledge and understanding of a Guardian ad Litem's duties, child abuse dynamics, legal and child welfare systems and other identified, relevant topics.
- Ability to commit to working a case for at least one year and preferably until permanency is achieved for the child.
- Ability to work well with others, particularly children, youth and families.
- Excellent verbal and written communication skills.
- Ability and willingness to follow the guidelines, policies and standards for CASA, accept guidance and work as part of a team.
- Ability to maintain objectivity and base recommendations to the court on facts.

## **DUTIES & RESPONSIBILITIES**

- Advocate for the best interests of the child(ren) in court and other settings.
- Report any new incidents of child abuse or neglect to the Child Abuse Hotline at 1-800-252-5400 and to the CASA supervisor.
- Attend all court hearings, staffing and other meetings concerning the child in order to represent their best interest.
- Maintain complete and accurate records and documentation about the case, including appointments, interviews and information gathered about the child and submit copies to the office in a timely manner.
- Maintain complete and accurate records of time spent volunteering for the agency and other reports as required and submit reports in a timely manner.
- Maintain regular contact with the child and/or their caregivers, CASA supervisor, CPS caseworker, Attorney ad Litem and other parties and professionals involved in the case and seek cooperative solutions by acting as a facilitator among parties.
- Monitor the case to ensure court orders are being carried out, that the child's physical, emotional, educational and medical needs are being met and to determine if a permanent plan has been created for the child.
- Make recommendations for specific appropriate services for the child, and when appropriate, the child's family.
- Prepare and submit written reports to the courts in a timely manner prior to each court hearing.
- Maintain confidentiality regarding the child and case information.
- Exhibit professionalism in behavior and appearance.
- Disclose any actual or potential conflicts of interest immediately to the CASA supervisor.
- Shall not provide any 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.

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Signature of Volunteer

Date