



CASA of DuPage County, Inc. - Volunteer Advocate Role

Court Appointed Special Advocates are trained volunteers who are appointed by the Juvenile Court Judges to provide objective information regarding the best interests of the children who have open abuse, neglect and/or dependency cases in the court system.

Qualifications

- ❖ Be at least 21 years of age
- ❖ Desire to advocate for the best interest of the child(ren) in accordance with CASA of DuPage County, Inc. policies and procedures
- ❖ Ability to work respectfully with people of diverse socio-economic and cultural backgrounds
- ❖ Capability to visit child(ren) where they live, gather and record information, and attend court hearings and other meetings where such events occur
- ❖ Satisfactory completion of full background checks

Required Skills/Abilities

- ❖ Communicate appropriately and effectively, both verbally and in writing, with the Court, program staff, families and other involved professionals
- ❖ Maintain complete confidentiality regarding case information and court records
- ❖ Interact with the children, families, court personnel, and others involved in the case in an objective and non-judgmental manner at all times
- ❖ Computer/Internet access with private email address, and ability to use Word document template and web-based software system
- ❖ Reliable transportation and current driver's license/car insurance coverage

Specific Duties and Responsibilities

- ❖ Visit and observe the child(ren) where they live at least monthly (every 30 days) for the duration of the Juvenile Court case; Observe child(ren) in other settings occasionally as may be appropriate based on case circumstances
- ❖ Attend court hearings, school and other interagency meetings regarding the child(ren)
- ❖ Communicate with caseworkers, foster parents, family members and others involved in the case as may be appropriate based on case circumstances
- ❖ Gather and record factual observations/information from each visit, interaction and/or communication with the child(ren), families, foster parents, caseworkers, and others connected to the case
- ❖ Review agency reports, service plans, court orders and other documents received in connection with the case; understand the permanency goal set in the case and services required to achieve such goal
- ❖ Prepare written reports for the Court of factual observations and information obtained from visits and communications
- ❖ Accept supervision from CASA staff, communicate regularly with assigned supervisor, and comply with Advocate policies and procedures

Time Commitment

- ❖ Attend approximately 30 hours of pre-service advocate training
- ❖ Spend on average 6-10 hours per month on active casework
- ❖ Maintain at least 12 continuing education requirements per fiscal year
- ❖ Remain on the case from acceptance until the court case is closed (on average 2 - 3 years)