



COURT APPOINTED SPECIAL ADVOCATE  
SAN JUAN COUNTY, NEW MEXICO

CASA VOLUNTEER JOB DESCRIPTION

A CASA is a trained volunteer appointed by the court to ensure that the needs of a child who may have been neglected or abused are met. In order to do this, the CASA volunteer must look into the facts of the case, recommend a course of action to the court, facilitate the resolution of the presenting problems, and monitor progress toward established goals.

- I. Qualifications of a San Juan CASA volunteer are:
1. Interest in children, their rights, and special needs.
  2. Time to devote to training sessions, investigation and follow-up of a case assigned (a one-year commitment averaging eight to ten hours per month.).
  3. Ability to work with a child, family members, and professionals using tact, concern, and basic human relations skills.
  4. Ability to communicate both verbally and in writing - making verbal and written reports to the court, to the San Juan CASA Program Director; and to other persons as needed.
  5. Ability to transport self to a variety of locations.
  6. Must be a minimum of 21 years of age to serve as a San Juan CASA volunteer.
- II. Requirements of a San Juan CASA volunteer:
1. Attend Pre Service training sessions, approximately 30 hours in length.
  2. Maintain strict confidentiality of client and court information.
  3. Attend In-Service training sessions on an on-going basis, twelve hours per year.

4. After Pre Service training, serve at least one child until a Permanent Plan has been implemented, often a period of one year.
5. Keep the San Juan CASA Program staff informed of all activities, and attend monthly supervision with San Juan CASA Case Supervisor.
6. Maintain an up-to-date and complete file on each case assigned. Maintain all records safely and securely.
7. Attend CASA volunteer group meetings to share ideas and concerns with other CASA volunteers.
8. Be aware of deadlines and timetables involving an assigned case, and turn in all reports on time.
9. Complete evaluations which may be requested in order to monitor the entire San Juan CASA Program.
10. Keep records of hours and mileage on contact logs and turn them in monthly to the San Juan CASA Program office.

### III. Specific Duties of a San Juan CASA volunteer:

1. Upon assignment to a case, read the case file, interview the child, family members, foster family, teachers, social worker, GAL, ICWA; and other interested parties to determine the facts. (Some interviews are by phone. By necessity some must be in person. In addition, any home suggested as a permanent or temporary placement for the child must be visited.)
2. Prepare a written report stating findings and a recommendation for a permanent disposition of the case, and **submit the report no less than five days prior to the court hearing.**
3. Appear in Court as needed for review hearings. Continue follow-up contacts, visit child/ren monthly, submit supplementary reports, and make new recommendations as needed.
4. Bring any significant changes in the family situation to the attention of the court. Ensure that reviews by the court are done on schedule.
5. Transportation of CASA child or family is prohibited.