

CASA of Bradley County, Tennessee
85 South Ocoee St.
Cleveland, TN 37311
423-472-5800 - www.casabp.org



Advocate Role Description

- Position:** Volunteer Court Appointed Special Advocate
- Location:** Cleveland, Tennessee
- Hours:** 30 Hour Training Program, Flexible Scheduling Afterwards
- Duration:** Minimum 1-year commitment

About CASA: CASA of Bradley & Polk Counties is a non-profit organization that works with local volunteer advocates to ensure the voices of abused and neglected children are heard. CASA volunteers are everyday citizens, appointed by a judge to advocate for the safety and well-being of children who have unstable home situations. These volunteers speak on behalf of an otherwise voiceless child and represent their best interests in court. For many abused children, their CASA volunteer advocate will be the one constant adult presence in their lives.

Role Summary: A CASA advocate is a member of the community who is willing to volunteer their time in order to benefit the life of a child. Once appointed by a juvenile court judge, the volunteer advocate will investigate the case, and seek to find what situation would result in the best interest of the child. As a volunteer advocate, you are an integral part of the judicial proceedings, and work alongside attorneys and social workers. By handling only one or two cases at a time, a CASA advocate has time to thoroughly explore the history and circumstances of each assigned case, as well as form an individualized bond with each child.

Essential Duties and Responsibilities:

- Speak with the child and relevant adults (parents, family members, school officials, doctors, DCS Case Manager, GAL/attorneys, foster parents, and others involved in the child's life that might have facts about the case)
- Maintain documentation about the case, including appointments and interviews
- Review appropriate records and reports.
- Observe the child and related parties
- Provide a written report containing factual information to the CASA program office a minimum of five business days prior to every review/hearing
- Attend court hearings concerning the child to ensure that all facts that are being presented are relevant to the case
- Represent the child's best interest
- Attend appropriate interagency meetings regarding the child

- Ensure that the judicial and child welfare systems are moving ahead to secure a safe, permanent home for the child
- Ensure that court ordered services are provided to the child and family
- Monitor case following a court hearing or decision as designated by the court
- Consult regularly with the Case Manager concerning the assigned case.

Qualifications:

- Complete a 30-hour training program approved by National CASA, including court observation
- Complete a minimum of 12 hours a year of Continuing Education
- Be 21 years of age or older
- Commit to serving in the CASA role for a minimum of 1 year
- Have 10-15 hours a month available for volunteering
- Must be able to pass a background check

Volunteer Pre-Service Training Will Include:

- Gaining a better understanding of CASA's role in juvenile courts, legal proceedings, and social service agencies
- Improved communication skills
- Court reporting training
- Child advocacy skills

Rewards:

- The opportunity to make a permanent difference in the life of a child
- Contribute to improving the community you live in
- Be a trusted player in our local court system
- Form friendships with like-minded people in your community
- Never stop learning with CASA regular continuing education opportunities

How to Apply:

- Contact the CASA Outreach and Volunteer Manager by email at outreach@casabp.org, or by phone at 423-472-5800