

Churchill County CASA

JOB DESCRIPTION COURT APPOINTED SPECIAL ADVOCATES

Mission Statement

The Mission of Churchill County CASA Program is to provide specially trained community volunteers the opportunity to advocate for abused and neglected children, assisting the court with safe, permanent and nurturing homes, as provided by NRS 432B of the Nevada Statues.

Vision Statement

Churchill County CASA Program vision is to match a qualified Special Advocate for every child in state custody in need of a voice and a safe, permanent, nurturing home.

Qualifications:

- A. Age 21 or older.
- B. Completion of CASA application and all criminal background checks.
- C. Participation in pre-service interview.
- D. Successful completion of CASA pre-service training.

Duties and Responsibilities:

- A. Primary goal is to identify and advocate for the best interests of the child.
- B. Conduct independent investigation of case
 - 1) Read and review all relevant records to include the records from the Division of Child and Family Services.
 - 2) Interview all principals in case
 - a) Biological parents
 - b) Child(ren)
 - c) Foster parents or residential facility personnel
 - d) Extended family members, where appropriate
 - e) Others having pertinent information (teachers, physicians, etc.)

- 3) Maintain all case information in strict confidence
 - a) Give case-related information to only those who need to know and have a legal right to know
 - b) Ensure security of confidential material in case notebook and allow no one else access that does not have the need and legal right to know
- C. Monitor and facilitate progress of case through system
 - 1) Ensure timely development of Service Plan
 - a) Verify that Service Plan is written and filed within guidelines of the Court Order
 - 2) Report the delays or problems to the Program Manager
 - 3) Follow parents' progress in following Service Plan
 - a) Maintain independent personal contact with parent
 - b) Consult with service providers (therapists, etc.)
 - 4) Follow Division of Child and Family Services efforts to achieve permanence
 - a) Maintain contact with DCFS Worker
 - b) Promote permanency planning and case plan goals throughout case contacts
 - c) Attend Family Team meetings Monitor implementation of Family Team meeting recommendations
 - d) Report deficiencies to Program Manager
 - 5) Ensure child is adequately cared for and special needs are addressed
 - a) Maintain contact with child and foster parents or residential facility personnel
 - b) Personal contact must be made with the child(ren) at least once a month; although the goal of the program is twice a month or more.
 - c) Consult with service providers
 - d) Report deficiencies to appropriate parties (DCFS Worker and Program Manager)
 - 6) Consult with child's attorney regarding case
 - a) Keep attorney apprised of current case developments
 - b) Clarify any legal questions regarding case
 - 7) Consult with other appropriate persons; act as facilitator among parties
 - a) Make recommendations for specific appropriate services for the child, and when appropriate, the child's family.
- D. Ensure all relevant information is available to the Court
 - 1) Prepare CASA report to the Court
 - a) Review DCFS and Court files
 - b) Make recommendations regarding case
 - c) Submit properly formatted reports to the Court summarizing relevant and factual information and making specific recommendations in the child's best interest to the Program Manager by assigned date
 - d) Update Program Manager on case status
 - 2) Ensure CASA presence at Court
 - a) Attend all court hearings
 - b) Testify or make verbal presentations as required
 - c) Maintain accurate, up-to-date case file

- E. Keep Program Manger informed of case activity and progress
 - 1) Maintain regular (no less than monthly) contact with Program Manager
 - a) Discuss case advocacy issues and concerns
 - b) Develop appropriate case strategies
 - c) Keep Program Manager informed of illnesses or vacations which would temporarily prevent CASA activity
 - 2) Keep all case records accurate and up to date
 - a) Record all contact and activities immediately on case log sheets in case notebook
 - b) Turn in Monthly Activity Sheet by due date
 - c) Review case documentation with Program Manager
- F. Pursue professional development in the areas of child welfare, family issues and related topics to include 12 hours of In-Service Training per year.
- G. Return notebook and all papers, notes, etc. pertaining to the case to the Program Manager when the case is dismissed or the CASA resigns. Sign a confidentiality case release form.