

CASA of Mercer County, Inc.
1450 Parkside Ave.
Suite 22
Ewing, NJ 08638
Phone: 609.434.0050
Fax: 609.434.0080
Email: staff@casamerccer.org
Website: www.casamerccer.org



CASA of Burlington County
137 High Street
Suite 1-C
Mt. Holly, NJ 08060
Phone: 609.265.2222
Fax: 609.265.2220
Email: staff@casamerccer.org
Website: www.casamerccer.org

Please read the job description and sign attached form and bring with you to your interview. Thank you!

JOB DESCRIPTION – CASA VOLUNTEER

A CASA volunteer needs specific knowledge, attitudes, and skills to effectively advocate for a child. Children who have been abused or neglected are often without a voice in the court system. A CASA volunteer can be that voice and advocate for their best interests. An effective advocate is able to:

- A. Handle each case with the single goal of advocating for interventions and services designed to ensure that the child is in a safe, stable and permanent home as soon as possible;
- B. Work within the parameters of federal and state laws governing child abuse and neglect cases; and
- C. Under the guidance of the CASA staff:
 - 1. conduct an independent investigation and gather facts for their individual case to ascertain the needs of the child;
 - 2. collaborate with the child (when possible), the child’s family, the Division of Child Protection & Permanency, and other service providers to identify the appropriate resources for meeting the needs of the child and to determine where those resources are available;
 - 3. advocate for the best interest of the child through fact-based recommendations in a written report to the court; and
 - 4. monitor the case until the child is in a safe, permanent home.

Qualifications & Requirements of a CASA

- A. Interest in children, their rights and special needs
- B. Interpersonal skills
- C. Communication skills – oral and written
- D. Minimum age requirement is 21 years of age
- E. No criminal history - Any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or the program’s credibility will not be accepted as a CASA volunteer.
- F. Organizational skills
- G. Objectivity
- H. Personal interview
- I. Four favorable references from sources other than relatives
- J. Attend CASA training, which is approximately 30 hours in length.
- K. One year commitment from assignment date
- L. Attend 12 hours of in-service training a year

Specific Duties of a CASA

- A. Maintain and secure confidential records
- B. Become familiar with all relevant facts through personal interviews with appropriate parties and a review of all records and documents.
- C. Determine whether appropriate services, including reasonable efforts are being provided to the child and family.
- D. Explore alternatives
- E. Attend court hearings, child placement review board hearings and agency reviews as scheduled and provide oral recommendations/reports when necessary..
- F. Facilitate court ordered plan.
- G. Prepare signed written reports for the Court and/or Child Placement Review Board with recommendations to the court on what placement and services are best for the child.
- H. Submit reports in a timely fashion.
- I. Report significant changes in the case to CASA case supervisor and Division of Child Protection and Permanency caseworker, add court addendums as necessary.
- J. Maintain ongoing communication with case supervisor to receive support and keep information up to date.
- K. Determine if a permanent plan with appropriate time frames has been created for the child.

All volunteers are selected based upon their individual ability to meet the responsibilities of the CASA program. No individual will be rejected because of culture, disability, ethnicity, gender, marital status, national origin, race or sexual orientation.

Please sign below.

Please bring this form with you to your interview. Thank you.

I have read and understand the CASA Volunteer Job Description

Print Name: _____

Signature: _____

Date: _____