

**Fairfax Court Appointed Special Advocates, Inc.**  
**Position Description**

*It is the policy of CASA to provide equal employment opportunity to all applicants and employees based on qualifications and abilities without regard to race, color, sex, age, religion, national origin, disability, marital status or veteran status.*

**Position Title:** Fairfax CASA Volunteer

**Employment Status:** Volunteer Staff

**Reports To:** Supervisor

A CASA volunteer advocates for the best interests of abused and neglected children by identifying their needs, ensuring that they receive all required services, and working towards the goal of their placement in a safe and permanent home by advocating for their best interests in Court.

The volunteer must obtain a clear understanding of the needs and situation of the child and by reviewing all relevant documents and records and interviewing the child, parents, social workers, teachers and other persons to determine the facts and circumstances of the case.

**Duties and Responsibilities:**

- Conduct an independent, fact-finding investigation of the case
- Visit each child on a case at least twice monthly to ensure sufficient in-person contact with the child and make fact-based recommendations as needed, and make additional child contacts as needed
- Monitor implementation of service plans and court orders ensuring that court-ordered services are implemented in a timely manner and that review hearings are held in accordance with the law
- Maintain complete records about the case, including appointments, interviews and information gathered about the child and the child's life circumstances
- Attend all court hearings to advocate for the child's best interests and provide testimony when necessary
- Attend all child-related meetings
- Participate in ongoing communication with supervisor, including case updates, monthly reports, requests for information, and case discussions
- Communicate regularly with the Guardian *ad litem* and specialist about all matters relating to the case
- Facilitate communication and coordination amongst the professionals assigned to the case to seek cooperative solutions
- Maintain confidentiality in all matters relating to the case
- Maintain appropriate boundaries with children, families, and professionals
- Advocate for the child's best interests in the community by interfacing with mental health, educational and other community systems that the child's needs in these areas are met
- In foster care cases: determining if a permanent plan has been created for the child
- Submit a CASA report to Court for each hearing which includes findings and recommendations
- Making recommendations for specific appropriate services for the child and, when appropriate, the child's family
- Inform the court promptly of important developments in the case through appropriate means as determined by statute

- Complete a minimum of 12 continuing education credit hours annually
- Report suspected child abuse and neglect
- Remain actively committed to each case until it is closed by the Fairfax Juvenile and Domestic Relations Court or the Fairfax CASA program
- Return case files to the program after the case is closed

**Qualifications:**

- 21 years of age
- Access to transportation
- Pass screening requirements, including a written application, phone interview, in person interview, personal references, criminal record and Child Abuse Central Registry check, and DMV checks
- Successfully complete Fairfax CASA pre-service training
- Posses mature judgment, a high degree of responsibility and professionalism, and sufficient time to assist in advocating for the best interests of the child
- Ability to communicate effectively, both orally and in writing
- Ability to respectfully interact with persons of different cultures, ethnic backgrounds, and socioeconomic status
- Ability to remain objective and think independently
- Ability to establish and maintain good working relationships