



Volunteer Information Packet

Coastal Plain CASA
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Coastal Plain CASA, Inc. Volunteer Job Description



Court Appointed Special Advocate: A Court Appointed Special Advocate (CASA) is a trained community volunteer who is appointed by a judge to advocate for an abused or neglected child in juvenile court deprivation proceedings. The CASA advocates for each child to be placed in a safe, permanent home as quickly as possible. The CASA also makes independent recommendations to the court for services that focus on meeting the needs of each child.

Activities:

- Visit the child.
- Gather independent information about the child to make recommendations to the court in the child's best interest.
- Interview the parents, guardians or caretakers.
- Interview the social worker and other service providers
- Review records related to the family.
- Seek cooperative solutions with other participants in the child's case.
- Prepare written reports for court hearings.
- Attend and participate in court hearings and other related meetings.
- Testify, if needed, to inform the court of changes in the child's situation.
- Identify potential resources within the family and community to meet the child's needs.
- Keep all records and information confidential.
- Monitor provisions of service plans and court orders.
- Explain the role of the CASA to every child, and keep the child informed about court proceedings.
- Consult with local program staff for support/guidance.
- Advocate for the child in the community
- Identify potential resources within the family and community to meet the child's needs
- Maintain focus on the child until permanency is achieved.
- Ensure the court knows the child's wishes.

Qualifications: The main qualification is a sincere concern for children. The volunteer must be a mature adult with good verbal and written communication skills. The volunteer must be able to commit to the program for at least one year or, preferably until permanency is achieved for assigned children. Essential qualities include the ability to be objective and non-judgmental.

Requirements: The process of becoming a CASA volunteer requires a written application including four personal/professional references, a criminal records check and a federal fingerprint check. The minimum age for becoming a CASA volunteer is 21 years of age. The volunteer must complete thirty hours of required training and also observe juvenile court on at least one occasion. The fully trained and screened volunteer will be sworn-in by the juvenile court judge prior to the assignment of his or her first case. A CASA's appointment lasts until a case reaches permanency. A CASA must complete twelve hours of in-service training each year after being sworn in.

Training and Supervision: The pre-service training program developed by National CASA and adapted by Georgia CASA is offered through the local CASA office. CASA volunteers are also provided with on-going training by the Program Director. Program staff supervises CASA volunteers.

(Revised 08/06)



CASA VOLUNTEER APPLICATION
Please TYPE or PRINT legibly and complete entire application.

Date: _____ Date of Birth: _____

Name: _____
(Last) (First) (Middle)

Home address: _____

County: _____ City: _____ State: _____ Zip: _____

Mailing address (If Different): _____

City: _____ State: _____ Zip: _____

Telephone numbers:

Home: _____ Cell: _____ Work: _____

May we contact you at work? Yes _____ No _____

Email Address _____

Gender: _____ Ethnicity: _____

Employer: _____ Position: _____

Work Status (Full Time, Part Time, Student, Retired, Not Employed): _____

Length of Employment: _____ Working Hours: _____

Supervisor: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact Person: _____

Relationship: _____ Phone Number: _____

How did you hear about the CASA program? _____

Education – Please check (X) highest level completed:

___ Some High School ___ High School ___ Some College ___ College Graduate ___ Post-Graduate

Degree(s): _____

Do you speak multiple languages? Yes _____ No _____ Language(s): _____

Check (X) any training or experience (salaried or volunteer) in any of the following categories:
(NOTE: None are required to be a CASA Volunteer.)

- | | | |
|--|---|--|
| <input type="checkbox"/> Child care | <input type="checkbox"/> Mental health | <input type="checkbox"/> News/Media |
| <input type="checkbox"/> Child Development | <input type="checkbox"/> Counseling/Psychology | <input type="checkbox"/> Writing/Editing |
| <input type="checkbox"/> Child Welfare | <input type="checkbox"/> Medicine | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Social Work | <input type="checkbox"/> Education | <input type="checkbox"/> Arts/Graphics |
| <input type="checkbox"/> Personnel | <input type="checkbox"/> Law | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Criminology or
Law Enforcement | <input type="checkbox"/> Drug/Alcohol
Treatment Programs | <input type="checkbox"/> Advertising/Public
Relations |

Please describe any above experiences that may be applicable to CASA.

Please describe any experience with children.

Please list any other volunteer service and length of service:

Have you ever worked for the juvenile court system? Yes _____ No _____

Have you ever worked for the Dept. of Family & Children Services? Yes _____ No _____

Have you ever been a foster parent? Yes _____ No _____ Currently? Yes _____ No _____

List any charges, arrests, and/or convictions, **other than traffic violations**, list dates, county/state, and disposition of each. (An applicant having a charge or conviction for a crime involving a sex offense, child abuse or neglect or related acts that would pose risks to children or the CASA program's credibility is disqualified as a CASA volunteer. Applicants with other misdemeanor or felony charges or convictions that would not indicate a risk to children or negatively affect the credibility of the CASA program will be considered on a case-by-case basis. Such determinations will be made at the discretion of the CASA program.)

Have you ever had a case with, or investigation performed by, the Department of Family and Children Services? Yes _____ No _____ Please explain: _____

When can you attend CASA training? Please check (X) available times:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

If relevant, please list any specific days when you cannot attend:

Do you prefer to work with any particular age group? Yes _____ No _____

If yes, please list ages: _____

Check county/counties you prefer to work in? ___Tift ___Turner ___Worth ___Irwin

Do you have access to transportation? Yes _____ No _____

References - Please list names and contact information of 4 people (2 professional – salaried or volunteer work – and 2 personal – *no family members, please*).

1. Name _____

Address _____ City _____ State _____ Zip _____

Daytime phone _____ Relationship _____

2. Name _____

Address _____ City _____ State _____ Zip _____

Daytime phone _____ Relationship _____

3. Name _____

Address _____ City _____ State _____ Zip _____

Daytime phone _____ Relationship _____

4. Name _____

Address _____ City _____ State _____ Zip _____

Daytime phone _____ Relationship _____

Please briefly answer the following questions. (Two to four sentences each are sufficient.)

Why do you want to be a CASA volunteer? _____

Please write an autobiographical statement. _____



AFFIRMATION AND RELEASE

I, _____, hereby affirm that all of the answers provided on my volunteer application are true. I understand that the information requested will be used only for the purpose of determining my suitability as a Court Appointed Special Advocate. I understand that this application does not ensure appointment as a CASA volunteer. I understand that completion of training does not guarantee that I will be assigned a case. After successful completion of my training, I further understand that I will be expected to serve a minimum of one year in the CASA program. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit a written resignation to the program director with as much advance notice as possible.

I am aware that I will be examining sensitive, confidential documents, reports and other material in my capacity as a CASA volunteer. I will discuss these matters only with those persons directly involved in the case at the Court or those who will be consulted for their professional knowledge or expertise. I will not divulge this confidential information to anyone else.

I hereby authorize CASA and any law enforcement agency or other appropriate agency to receive any criminal history record information and state central registry information (from the Department of Family and Children Services) pertaining to me, which may be in files of any federal, state or local criminal justice agency in the United States, and to investigate my background to determine my fitness as a potential volunteer. This information may be requested and be received on a continual basis during the period of time that I am an active volunteer for the CASA program.

I certify that the answers given in this application are true and complete to the best of my knowledge, and understand that if accepted into the program as a volunteer, any false or misleading statements on this application shall be grounds for dismissal.

Please complete the following information needed for background checks:

Full Name

Home Address

City

State

Zip

Sex

Date of Birth: month/day/year

Social Security Number

Signature

Date

Notary Public

Date