

**CASA/GAL OF MIAMI COUNTY, INC.
COURT-APPOINTED SPECIAL ADVOCATE/GUARDIAN AD LITEM VOLUNTEER ADVOCATE
JOB DESCRIPTION**

OFFICE LOCATION: 405 Public Square, Suite 366, Troy, Ohio 45373

REPORTING RELATIONSHIP: Reports to the CASA Director

POSITION PURPOSE: To serve as a Court Appointed Special Advocate/Guardian Ad Litem for abused, neglected and dependent children on a volunteer basis.

PRIMARY FUNCTIONS:

1. Completes an intensive independent investigation to gain a thorough understanding of the child's case and identify and advocate for the best interest of the child.
2. Conducts interviews with the client child, Children's Services Caseworker, parents/guardians, relatives, friends, attorneys, teachers, neighbors, foster parents, and/or any person with relevant information about the child.
3. Reviews MCCSB case file, school records, medical records, Juvenile Court records, psychological and diagnostic tests/reports.
4. Consults with the Director as to preliminary findings and to review the progress of the case.
5. Submits a written report to the court outlining findings and recommendations.
6. Appears at all court hearings regarding the child to insure that all relevant facts are presented and to advocate for the best interests of the child, and appears as requested at all Custody Review Board meetings.
7. Maintains high standard of confidentiality on information pertaining to the case.
8. Participates in the implementation of the case plan.
9. Maintains case file to include, but not limited to, running records, reports, court papers, medical reports, school records, appointments and interviews.
10. Monitors the situation as long as the child is under court jurisdiction to insure that the best interests of the child are served.
11. Obtains additional twelve (12) hours of education annually.
12. Attends regularly scheduled meetings for all volunteers.
13. Provides monthly case statistics to the Director.
14. Maintains case statistics for the Director.
15. Facilitates meetings/conferences between service providers and the parties.
16. Have regular and sufficient in-person contact with the child to ensure in-depth knowledge of the case and make fact-based recommendations to the court. The CASA/GAL volunteer shall meet in-person with the child once every thirty days at a minimum. An exception may be granted at the discretion of the program staff; however, the justification and reasons for the decision to permit less frequent in-person contact must be documented.

17. Make recommendations for specific appropriated services for the child and, when appropriate, the child's family.
18. Determine if a permanent plan has been created for a child.
19. Monitor implementation of service plans and court orders assuring that court-ordered services are implemented in a timely manner and that review hearings are held in accordance with the law.
20. Inform the court promptly of important developments in the case through appropriate means as determined by the court rules or statute.
21. Advocate for the child's best interests in the community by interfacing with mental health, educational and other community systems to assure that the child's needs in these areas are met.
22. Participate in all scheduled case conferences with supervisory staff.
23. Return case files to the program after the case is closed.

Revised: February 2010