

CANOPY CENTER

Volunteer Position Description



Program	CASA of Dane & Columbia Counties	
Position Title	CASA (Court-Appointed Special Advocate)	
Reports to	Assigned Case Coordinator	

Type of Position	Location	Time Commitment
<input type="checkbox"/> Intern <input checked="" type="checkbox"/> Volunteer	Sites in the community (see below)	2-3 hours per week

AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.

Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

POSITION SUMMARY

Court-Appointed Special Advocates (CASAs) provide an independent voice in the courts for a child in the child welfare system of Dane or Columbia County, in cases of abuse, neglect, or other situations impacting the child's safety, permanency, or well-being.

CASAs are appointed by and act as the eyes and ears of the juvenile court judge. Advocates make weekly visits to their assigned child (either in the parental home, foster home, residential treatment facility, at school, or in the community), as well as correspond with caregivers, teachers, and other service providers to get a complete picture of the child's history and current circumstances. CASAs, with the support of CASA staff, provide written reports to judges and parties to the case, helping them to make informed decisions. CASAs work cooperatively with social workers, attorneys, and other professionals involved in the case to recommend and coordinate services that support the best interests of the child.

QUALIFICATIONS

Must be at least 21 years old with a high school diploma or G.E.D.

Requirements

- Complete a volunteer application, clear a background check, and attend a volunteer interview
- Attend trainings specific to the volunteer position
- Ability to work with a diverse population
- Ability to maintain confidentiality and objectivity
- Access to reliable transportation
- Warm, friendly demeanor and positive attitude

Preferred Knowledge and Skills

- Computer skills and familiarity with Microsoft Office
- Excellent organizational skills
- Personal and/or professional experience with child protective agencies, foster care, juvenile court, or other child service agencies
- Bilingual volunteers strongly encouraged to apply

DUTIES

- Weekly meetings with an assigned child, as well as ongoing communication with family members and other professionals involved in their case
- Review and monitor documents and records related to the case, including checking that case plans and court orders are being followed
- Advocate for the child's best interests to the court and raise concerns about the child's health, education, mental health, etc. with the appropriate professionals
- Keep the court informed by providing written reports for court hearings, appearing in court when necessary and able, and updating the court on developments with agencies and family members
- Work cooperatively with individuals and organizations involved in the child's life to ensure that the child and their family are receiving appropriate services. As one volunteer said: Be the glue that connects the pieces in a complicated child welfare system

TIME COMMITMENT

- Minimum 12 month commitment from time of case assignment
- A minimum of 1 weekly (1-2 hour) visit with the assigned child
- Estimated 8-12 hours monthly to prepare weekly status updates, monthly court reports, and communicate with other professionals involved in the case

POSITION BENEFITS

- Direct experience for those interested in counseling, social work, law, and other related fields
- Learn about issues facing children and families with special needs
- Develop communication and report-writing skills

TO APPLY

- Visit our website: www.canopycenter.org
- Or contact: volunteercoordinator@canopycenter.org