



**CASA of Douglas County, Inc.
Roseburg, Oregon
Job Description
Advocate Job Description**

Purpose: The volunteer advocate will provide children who have been victims of neglect and/or abuse and are currently under the jurisdiction of the Douglas County Juvenile Court with effective advocacy, working toward a safe and permanent home for each child.

Position Reports to: Their assigned volunteer Peer Coordinator, and then their Program Supervisor.

Agency Mission: CASAs are the voice for the child and advocates for the best interests of children who have been abused or neglected and are under the protection of the Juvenile Court in Douglas County. Our focus is to secure a safe and permanent home for each child as quickly as possible. We achieve our mission in two ways: by providing a CASA for all children in the Dependency Court system and by leading and participating in events, initiatives, and legislation that reduce the number of children affected by abuse and neglect.

Responsibilities:

- Have a passion for the safety and welfare of children that can serve as the foundation of all duties.
- Visit with the child within the first two weeks of being assigned and thereafter at least once a month. (ie.: home, foster placement, visitation at DHS).
- Observe parent-child interactions.
- Attend all court hearings and trials. If unable to do so, assure representation from peer coordinator or program supervisor.
- Interview all parties and important persons in the case (i.e. caseworkers, teachers, foster parents, parents, counselors, teachers, attorneys, etc.).
- Think through situations that are not finished to foresee the possible consequences of such decisions.
- Produce a written report for all court hearings that includes all relevant information regarding the safety and best interest of the child.
- Prepare oral presentations for the Court.
- Make recommendations to the Court regarding the best interests of the child.
- Participate in case planning meetings, family decision meetings, and all conferences about the child.
- Participate in permanency planning for the child.
- Attend all CRB reviews.
- Provide peer coordinator and program supervisor with a case update by the end of each month.
- Turn in monthly hour/mileage/training report to CASA office on time.



- Return case files and other case materials to the CASA office when the case dismisses.
- Inform peer coordinator and program supervisor if a leave of absence is needed or any change of circumstances related to your ability to volunteer.
- Abide by the policies of CASA of Douglas County, Inc.

Qualifications/Experience/Skills:

- Minimum of 21 years of age.
- At least 6 months away from any major life stress, ie. Just moved to town, just married, just started/ended school/job, loss of loved one, etc.
- Not employed by the Department of Human Services/Child Welfare, or the Juvenile Justice System or currently a foster parent.
- Possess a working knowledge of computers and be able to access a computer, internet and email.
- Possess a current Oregon Driver's License, auto insurance and mode of transportation.
- Pass a criminal and DHS background check.
- Supply the organization with four personal references, ie. professional, personal, not family.
- Communicate effectively and compassionately with diverse populations.
- Excellent written and verbal skills.
- Work well with pressure and occasional short time lines.
- Possess professional attributes of diplomacy, professional appearance, demeanor, and the ability to function in adverse situations.
- Willing to be supervised by peer coordinator and staff, and has the ability to follow directions.
- Willing to be part of a team.
- Has a passion and desire to help children who are wards of the court.

Training and Education:

- Successfully complete the CASA training program which includes, but is not limited to, 40 hours of instruction and court observation.
- Engages in a minimum of 12 hours of ongoing training throughout the year whether this is attending our monthly luncheon trainings, attending community trainings related to the topics of our work or completing individual training opportunities.
- Provide evaluation/feedback to CASA training.
- Participate in a minimum of once a year staffings of case(s).
- Engages in the two hour educational advocacy training.

Time Commitment:

CASA advocates must be willing to commit to a case as long as the child(ren) remain a ward of the court. The average duration of cases with a CASA appointment is a minimum of two years.



Equal Employment Opportunity

CASA of Douglas County will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.

The policy applies to all areas of paid and unpaid employment, including recruitment, hiring, training and development, promotion, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.