



## **Position Description**

**Purpose:** Advocate for abused and neglected children involved in dependency proceedings in Lincoln County Juvenile Court. Works to ensure that each child's need for a safe, permanent home within a reasonable time frame is met.

Responsibilities are as follows:

- Investigator** - Thoroughly and conscientiously investigates all of the relevant facts in the case. Interviews all concerned persons, including the child, family members, DHS workers, educators, foster family, counselors, etc. Investigates available alternatives.
- Advocate** - Ensures that all relevant facts of the situation are presented to the court. Recommends to the Court the plan that is in the child's best interest.
- Facilitator** - Expedites placement of the child in a safe, permanent home on a timely basis. Encourages appropriate service delivery to meet the child's needs. Engages collaboration among relevant participants, fostering the child's best interest.
- Monitor** - Monitors compliance to Court orders and brings to the Court's attention any change in circumstances that may require modification of the Court order.

Qualifications:

- Interest in children, their right to safety, and their special needs
- Conscientious, diligent, thorough, and reliable
- Able to maintain perspective and objectivity in an emotionally charged situation
- Open to learning about other cultures, demonstrating flexibility where cross-culture differences exist
- Able to devote time to training sessions, investigation, and follow-up of each assigned case.
- Able to work with a child, family members, professionals, and community partners in a cooperative fashion using tact, concern and positive human relations skills
- Skilled in both written and oral communication

Requirements:

- Satisfactorily completes initial and ongoing training
- Maintain strict confidentiality
- Maintain awareness of cultural issues and advocates for these in terms of child's best interest needs
- Maintain a current and complete file on each assigned case
- Keep the CASA Coordinator of Volunteers and/or Executive Director informed regarding the status of the case and consults with them as necessary
- Attends Court proceedings and other meetings concerning the case
- Maintains strict adherence to program policies, guidelines, and the CASA role and ethical standards

**CASA of Lincoln County**

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