



**OFFICE OF THE CHILD ADVOCATE  
COURT APPOINTED SPECIAL ADVOCATE PROGRAM  
VOLUNTEER JOB DESCRIPTION**

**PROGRAM MISSION**

The mission of the Court Appointed Special Advocate Program (CASA) is to be a voice for Delaware's abused and neglected children through skilled volunteers, community collaboration and quality representation instilling the need for safe and permanent relationships that will build healthy and resilient children.

**PROGRAM GOALS**

1. To provide independent factual information to the Family Court regarding abused, neglected, and dependent children.
2. To provide advocacy for abused, neglected, and dependent children who are the subject of Family Court proceedings.
3. To insure representation of the child's best interest in all judicial proceedings.
4. To monitor cases involving abused, neglected, and dependent children until the terms of a Court Order have been fulfilled and a safe and permanent home has been achieved for the child.

**JOB RESPONSIBILITIES**

**1. The role of a CASA Volunteer:**

- Gathers information and reviews records in relation to the child and family.
- Interviews the child and other parties in the case.
- Submits written reports of his or her findings to the CASA Coordinator and Child Attorney.
- Advocates for the child he or she represents in Family Court proceedings and in the community.
- Monitors the case until permanency is achieved for the child he or she represents.

**2. Time commitment:**

- Conducts monthly visits with the child in the child's home and observes the child with significant others.
- Commits at least one year to the Program (a case can run up to a year or longer).
- Completes a minimum of 30 hours of training prior to being sworn in and assigned a case. Most trainings are a combination of day and early evening. A training is typically held in each county in the fall and spring. Summer and winter trainings are added as needed.
- Completes a minimum of 12 hours of in-service training each year. There are monthly trainings in each county available to CASA Volunteers to help meet this requirement.

- Attends daytime hearings in Family Court and daytime meetings in the community. Monthly child visits can be scheduled to meet the CASA Volunteer and child's needs.

**3. Qualifications necessary:**

- Communicates well orally and in writing.
- Relates to people from various backgrounds (economic, cultural and educational) in a variety of settings.
- Keeps information obtained about the child and family through court and other avenues confidential.
- Has personal transportation available to attend court, child visits, trainings and meetings in the community. Reimbursement is not guaranteed, and a CASA Volunteer is not permitted to transport his or her assigned child.
- Possesses a basic understanding of child development and family relationships.

**4. Program support:**

- Receives initial training and ongoing in-service trainings.
- Receives regular communication and support from his or her assigned CASA Coordinator and Child Attorney for case guidance.
- Receives assistance from the CASA Coordinator with records requests.

**PROGRAM INELIGIBILITY**

Potential applicants may not be eligible to participate in the CASA Program for the following reasons: currently employed or contracted through the Department of Services for Children, Youth and Their Families (i.e. DFS, YRS, or foster parent); possess a current or past DFS or Family Court history; possess a criminal record that includes any convictions or charges pending for, a felony or misdemeanor involving a sex offense, crimes against persons, child abuse or neglect, or related acts that would pose risks to children or the Program's credibility; or cannot commit to the above job responsibilities.

**APPLICATION PROCESS**

To apply, potential applicants must complete a CASA application, which includes providing a one-page autobiography and listing three references. A Child Protection Registry Check Form and Family Court Release Form must also be signed. The application can be completed [online](#) or the application and attachments must be sent to Lauren Brueckner, the CASA Training Director, via email, fax or U.S. mail. The contact information is listed below.

Attention: Lauren Brueckner  
 Office of the Child Advocate, Suite 1  
 6 West Market Street  
 Georgetown, DE 19947  
 Phone: (302) 752-3774  
 Fax: (302) 677-7027  
 Email: [Lauren.Brueckner@delaware.gov](mailto:Lauren.Brueckner@delaware.gov)