

CASA Staff Attorney Responsibilities

1. The CASA attorney consults with CASA Case Supervisors and Volunteers to determine the team's recommendations for appropriate placements and services for the children and families we serve.
2. The CASA attorney files motions as necessary to advance these recommendations in the best interest of the child. In addition or in lieu of motions, the CASA attorney also participates in Court hearings in which Jackson County CASA has been appointed, including examining, cross-examining, subpoenaing witnesses or documents, offering testimony or other exhibits and making oral arguments. The CASA attorney is also available to accompany volunteers to meetings or visits as necessary and when available.
3. Making the recommendations for the CASA team directly to the Court.
4. Attorneys are available to speak with Volunteers when the Supervisor cannot be reached.

CASA Case Supervisor Responsibilities

1. Responding to the Volunteers monthly contact.
2. Guiding Volunteers in their responsibilities, and answering case related questions.
3. Maintaining the office case file and database.
4. Scheduling meetings with Staff Attorneys when Volunteers make the request.
5. Ensuring that all of our children are being seen at least once a month, and working with the Volunteers to assure that safety and basic needs are being met.
6. Keeping attorneys updated on case related information that the Volunteer has gathered.
7. Preparing case files for Court hearings and meetings.
8. Responding to phone calls, emails that come into the office.
9. Attending hearings/meetings when the volunteer cannot, or it has been determined by the team that the Supervisor needs to attend.

CASA Volunteer Responsibilities

1. Visiting the children in placement.
2. Contacting service providers for status updates/reports as needed, and then relaying that information to the Case Supervisor.
 - a. Teachers/School
 - b. Children's Division Caseworker
 - c. Therapists
 - d. Doctors
 - e. Hospitals
 - f. Mentors
 - g. Daycare providers
 - h. Parent Aides
 - i. Foster Parents
 - j. Residential placement staff
3. Contact the Case Supervisor a week prior to a hearing/meeting to relay information and set up a meeting with the Staff Attorney if necessary.
4. Notify Case Supervisor if you are unable to make a visit, or be at a hearing/meeting.
5. Turn in updated monthly report in a timely manner! These are important for the Supervisors and Attorneys to have, in the event the Volunteer cannot be at a hearing/meeting. Maintain, at a minimum, monthly contact with your Supervisor and the Children's Division caseworker.
6. This is your case. We want you to speak up, even if you aren't sure what the process should be, or how a situation should be handled. This is going to be an on the job learning experience!!