

**KITSAP COUNTY JUVENILE DEPARTMENT
VOLUNTEER POSITION DESCRIPTION**

- TITLE:** Court-Appointed Special Advocate (CSA)
- VP SUMMARY:** Acting as Guardian ad Litem, CSAs advocate for the best interest of the child(ren) involved in dependency cases relating to abuse and/or neglect, or where there is no parent capable as defined by the dependency statutes.
- VP DUTIES:** May consist of but not limited to:
- Monitors compliance to the Court orders by all parties.
 - Reviews all relevant social and medical information related to the child(ren)'s situation.
 - Maintains contact with the child(ren), natural parents, foster parents and any other person or agency having relevant information.
 - Maintains contact with the DCYF Caseworker and the CSA Coordinator.
 - Submits timely written reports for Court use.
 - Appears at all dependency proceedings concerning the child(ren) and participates as appropriate.
 - Makes announced and unannounced visits to include home visits and school visits.
 - Maintains accurate and confidential log of contacts and case activities.
 - Determine if a permanent plan has been created for the child(ren).
 - Determine whether appropriate services, including reasonable efforts, are being provided to the child(ren) and family.
- TRAINING, EDUCATION, EXPERIENCE:** Completed High School education or equivalent.
Training with the CSA Coordinator.
Participation in CSA training and in-services.
Thorough study of the CSA manual.
- ABILITIES:** Motivation with the ability to follow directions and learn assigned task.
Ability to maintain confidentiality.
Ability to maintain perspective/objectivity.
Ability to work independently and as a team player.
Ability to be organized.
Ability to be flexible.
Ability to respect cultural diversity.
Ability to communicate effectively, both orally and in writing.
Ability to maintain good working relationship with Juvenile Department, other volunteers, and the community.
- REQUIREMENTS:** Must be 21 years of age or older.
Must be able to pass a Criminal history and Child Protective Services background check.
Must have reliable transportation.
Must be dependable.
- VP RELATIONSHIPS:** Supervised by the CSA Coordinator and the Non-Offender Supervisor.
Responsible to the Volunteer Services Coordinator.
- COMMITMENT:** Must receive orientation to the Kitsap County Juvenile Department.
Must participate in CSA training.
Must be willing to commit to a case for the duration of that case assignment (a minimum of two years).