



MADISON COUNTY VOLUNTEER APPLICATION
(Please Print)

Name: _____

Address: _____

Telephone #: _____ (work): _____

Email Address: _____

May you be called at work? Yes ___ No ___ Social Security #: _____

How long have you lived in _____ county? _____

Date of Birth: _____ Place of Birth: _____

Marital Status: _____ Spouse Name: _____

Children:

<u>Name</u>	<u>Date of birth</u>	<u>Sex</u>
_____	_____	_____
_____	_____	_____

Other members of the household:

<u>Name</u>	<u>Date of birth</u>	<u>Sex</u>
_____	_____	_____
_____	_____	_____

Do you drive? Yes ___ No ___ Do you have an automobile available to you? Yes ___ No ___

What is the current status of your health? _____

When would you be available for volunteer service? Check times

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Approximately how much time can you contribute weekly as a CASA Volunteer? _____

Do you have any training or experience in any of the following?

- | | |
|---|---|
| <input type="checkbox"/> Medicine | <input type="checkbox"/> Education |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Criminology |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Psychology | <input type="checkbox"/> Advertising or Public Relation |
| <input type="checkbox"/> Drugs or Alcohol Abuse Program | <input type="checkbox"/> News Media |
| <input type="checkbox"/> Child Development | <input type="checkbox"/> Writing and Public Speaking |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Art & Graphics |
| <input type="checkbox"/> Social Work | |

If you answered yes, please describe: _____

Have you ever been arrested for a crime? Yes ___ No ___ If yes, what charges? _____

Date of arrest/Disposition: _____ Where? _____

YOUR EDUCATION (CIRCLE HIGHEST COMPLETED)

High School: 9 10 11 12 College: 1 2 3 4 Graduate: 1 2 3 4

Major: _____

Degree: _____

WORK/VOLUNTEER HISTORY (Use another sheet if necessary)

1. Name and address of present or last employer or volunteer project:

Dates: _____ Supervisor's Name: _____

Brief Description of Work: _____

2. Name and address of previous employer or volunteer project:

Dates: _____ Supervisor's Name: _____

Brief Description of Work: _____

3. Name and address of previous employer or volunteer project:

Dates: _____ Supervisor's Name: _____

Brief Description of Work: _____

Can you think of any reason Judge Christy R. Little might be reluctant to appoint you to the case? Yes ___ No ___ If yes, why? _____

How did you learn about the CASA program? _____

PLEASE ATTACH A BRIEF STATEMENT EXPLAINING WHY YOU WANT TO WORK WITH THE CASA PROGRAM.

NON-RELATED REERENCES:

(If you are employed, one reference should be from your employer)

1. Name: _____
Address: _____
Telephone _____ Relationship _____

2. Name: _____
Address: _____
Telephone _____ Relationship _____

3. Name: _____
Address: _____
Telephone _____ Relationship _____

In case of emergency, contact: _____ Telephone #: _____

List your other current community activities and memberships in clubs, church, other organizations: _____

Languages Spoken: _____

Hobbies/Special Interests: _____

**AFFIRMATION AND AUTHORITY TO
RELEASE INFORMATION**

I, _____, hereby affirm that all the answers provided on my volunteer application are true. I hereby authorize the MADISION COUNTY CASA Program to investigate my background to determine my fitness as a potential volunteer.

I understand that the information requested in this application will be used only for determining suitability as a CASA volunteer. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit my written resignation to the program director with as much advance notice as possible. I am aware of the sensitive and confidential nature of the official document, reports, and other materials I will examine in my capacity as a volunteer CASA worker. I will discuss these matters only with those persons directly involved in the case or who will be consulted for their professional knowledge and expertise.

I hereby authorize a representative of the CASA program to conduct an investigation on my background in conjunction with other official duties.

I further authorize any law enforcement agency to conduct a criminal record check and to release the results of said criminal record check to the CASA program. This release is executed by me with the full knowledge and understanding that the information to be obtained about me is for office use of the CASA program.

In accordance with National CASA and Tennessee CASA standards, Madison County CASA must reject any volunteer applicant whose criminal records check shows a conviction for or pending charges of sexual offenses, child abuse or neglect, or related acts that pose a risk to children or to Madison County CASA's credibility as a community service agency.

I have read the above waiver and release statement and fully understand what rights I am waiving by signing this document.

FULL NAME (please print): _____

SIGNATURE: _____

SEX: Male___ Female___ *Height:___ *Weight:___ *Hair Color: ___ *Eye Color:___

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

DATE OF APPLICATION: _____

*This information is requested by TBI/FBI Criminal Background Check.

Madison County CASA is committed to equal volunteer opportunities regardless of race, color, sex, religion, national origin, sexual orientation, age, disability, or class.

*This project is funded under a grant contract with the State of Tennessee (partial funding)

Madison County
Court Appointed Special Advocates (CASA)

Volunteer Job Description

Basic Function: A CASA Volunteer is a trained community volunteer appointed by the Juvenile Court Judge to speak for the best interests of an abused and/or neglected child. A CASA works as an official part of the judicial proceedings, working alongside attorneys and social workers.

Supervision: Direct supervision and guidance is provided by the Case and Volunteer Manager, Toblin Tisdale. Ms. Tisdale is supervised by Madison County CASA's Executive Director, Hannah Snowden. The Case Manager will be available to volunteers to discuss case plans, progress, or problems, as well as provide any other information that the CASA needs to fulfill his or her duties.

Major Duties and Responsibilities:

- ❖ Complete an extensive, independent review of each case:
 - ◆ Meet face-to-face with the child(ren) at least once a month for non-Safe Baby Court cases or twice a month in Safe Baby Court cases
 - ◆ Speak with the child and relevant adults (parent, family members, school officials, doctors, and others involved in the child's life who might have facts about the case)
 - ◆ Report any new incidents of child abuse or neglect to the Case Manager and/or Child Protective Services
 - ◆ Ensure that the child's best interests are represented at every stage of the case
- ❖ Report findings to the Court by submitting formal reports to the Judge at every scheduled hearing/review:
 - ◆ Provide a written report containing factual information to the Case Manager no later than a week before the hearing/review
- ❖ Monitor the case following a court hearing or decision designated by the Court:
 - ◆ Ensure that the court-ordered services are provided to the child and family
 - ◆ Ensure that the Court and Child Welfare System are moving ahead to secure a safe, permanent home for the child
- ❖ Consult weekly with the Case Manager concerning the assigned case:
 - ◆ Develop a CASA case plan
 - ◆ Review progress and reports
 - ◆ Advise the Case Manager of hearings/reviews you are unable to attend

- ❖ Submit the CASA Case Activity Log to the Case Manager either at or before the monthly check in with the CASE and volunteer manager

Training/Support Plan:

- ◆ CASA volunteers are required to complete 30 hours of pre-service training (including court observation)
- ◆ CASA volunteers are required to attend 12 hours of in-service training annually. Six of these hours can be active work on assigned cases.
- ◆ CASA volunteers will be sworn in by the Juvenile Court Judge as a Court Appointed Special Advocate
- ◆ CASA volunteers receive direct supervision and guidance from program staff
- ◆ CASA volunteers are encouraged to call the Case Manager at any time with any questions/concerns

Time Commitment:

- ◆ Volunteers are required to make a 12 month minimum commitment to Madison County CASA
- ◆ Volunteers are expected to be available for case assignment and to accept cases immediately upon completion of pre-service training
- ◆ CASA volunteers, on average, spend approximately one hour per week on their CASA case
- ◆ CASA volunteers are not mandated to appear in court for hearing pertaining to their case(s).

Necessary Knowledge and Skills:

- ◆ Ability to keep all court information confidential
- ◆ Ability to communicate effectively both orally and in writing
- ◆ Successfully complete the application process that include a personal interview, reference checks, and a criminal background investigation
- ◆ Ability to respect and relate to people from various backgrounds
- ◆ Ability to provide own transportation
- ◆ A basic understanding of child development and family relationships
- ◆ Does not require specific educational training beyond a high school diploma or GED
- ◆ Must be 21 years of age