

EXPECTATIONS: ADVOCATES

1. Meet face-to-face with child at least once per month.
2. Use Optima to record all contacts concerning the case.
3. Develop a Case Plan with the Supervisor, in person, within the first 90 days. Case plans should be reviewed at or shortly after each review hearing.
4. Prepare a court report, with the assistance of the Advocate Supervisor for each hearing. Reports must be submitted to CASA two weeks prior to the court hearing.
5. Attend all court hearings.
6. Attend appropriate meetings concerning the child as able.
7. Keep in regular contact with appropriate persons involved in the case, including the DSS social worker, caregivers, family members, attorneys for both the children and the parents, school personnel, treatment providers and others.
8. Communicate at least monthly with your Advocate Supervisor concerning your case either by telephone, email or in person. For the first 3 months of your case, at least 2 of these contacts must be in person.
9. Complete a minimum of 12 hours of in-service training each year (can include webinars from Maryland CASA as well as independent study hours reading a book/seeing a relevant movie).
10. Make your Advocate Supervisor aware if you are unable to fulfill any of these expectations at any point. Don't wait until you are overwhelmed to let us know you need help.