



SNOHOMISH COUNTY

2801 10<sup>th</sup> Street  
Everett, WA 98201-4046  
(425) 388-7854  
[csu@snoco.org](mailto:csu@snoco.org)

Dear Prospective CASA Volunteer:

Thank you for your interest in becoming a court appointed special advocate with the Snohomish County CASA program. By advocating for an abused or neglected child, you give that child a voice – and a chance for a better life.

Due to the confidential nature of the volunteer CASA role, the interview and screening process is in-depth. We appreciate you taking the first step by requesting an application. Once we receive a completed application, we will initiate a criminal history background check. Based on initial review of the application and background check, applicants may then be selected for an in-person interview. Qualified applicants are required to participate in a 32+ hour pre-service training, commit to remain with their assigned case until it is dismissed and possess a desire to make a difference in the life of a child.

***Becoming a CASA volunteer is an investment of time, energy and heart.*** The Snohomish County CASA Program has been serving the community since 1979. During that time, the lives of many vulnerable children have been forever shaped by the important advocacy work done by CASA volunteers serving the community. For more detailed information about the CASA program, please feel free to research Washington State Association of Volunteer GAL Programs at <http://www.wachildadvocates.org> and National CASA at <http://www.casaforchildren.org>.

Please fill out the application, supplemental questions and consent to release form. We must have your original signature on the release form which can be mailed or dropped off at the CASA office. The application can be submitted online or mailed, scanned or faxed to the contact information noted below. Upon receipt, we will initiate the intake process and contact you to advise of the next steps. Training dates and times are regularly updated online at <https://snohomishcountywa.gov/CASA>.

Thank you for your interest in applying to become a CASA volunteer. We look forward to hearing from you.

Sincerely,

Snohomish County CASA Program  
2801 10<sup>th</sup> Street  
Everett, WA 98201  
Ph: 425-388-7854  
Fax: 425-388-7856  
[csu@snoco.org](mailto:csu@snoco.org)

# Directions to Denny Juvenile Justice Center (DJJC)



## **FROM THE NORTH:**

Immediately after passing the Marysville exit take the Port of Everett exit into Everett. Remain on this road (Old 99) until crossing the bridges. Take the first exit to the right. Turn right onto E. Marine View Drive. Stay on E. Marine View Drive for approximately one-half mile to 10<sup>th</sup> Street. Take a right on 10<sup>th</sup> Street and travel two blocks. The Youth Center is on the right-hand side of the street, opposite the substation.

## **COMING FROM THE SOUTH:**

Continue on I-5 through Everett to the last Everett exit (No. 195), East Marine View Drive – (this is a right turn lane exit). At the bottom of the exit hill, take a left turn onto E. Marine View Drive. Travel on this road approximately one-half mile to 10<sup>th</sup> Street. Turn left on 10<sup>th</sup> Street and travel two blocks. DJJC is on the right side of the street, opposite the substation.

## **COMING FROM THE EAST:**

Upon crossing the trestle, take the Vancouver (or North I-5) exit. Continue on I-5 to Exit No. 195. Then continue as if coming from the south (paragraph above).

## **COMING FROM EVERETT:**

Traveling north on Broadway, turn right onto 12<sup>th</sup> Street. Proceed through the three-way intersection to Poplar. Take a left onto Poplar and travel two blocks to 10<sup>th</sup> Street. Turn right onto 10<sup>th</sup> Street. DJJC is located on the left, opposite the substation.

**There is a sign on the east side of E. Marine View Drive which reads, “Juvenile Court – Youth Center,” which will direct you west on 10<sup>th</sup> Street.**

# Snohomish County CASA Program Volunteer Job Description



## **The Court Appointed Special Advocate Program:**

The mission of the Snohomish County CASA program is to recruit, train, and support quality volunteer advocacy for the best interests of abused and/or neglected children involved in the court system. The program's goal is to provide representation for the dependent children in Snohomish County through well-trained and supported community volunteers acting in the role of court appointed special advocates.

## **Who is the dependent child?**

Dependent children are defined as those children who are under 18 years of age, who have no parent willing or able to care for them, or who are abandoned, abused, or neglected and under the care of Washington State Department of Children, Youth & Families (DCYF). A court appointed special advocate may be appointed for these children to represent what is in their best interests to the court during the dependency process.

## **CASA Volunteer Duties:**

The Court Appointed Special Advocate (CASA) is appointed by a judge, through the CASA Program of Snohomish County Superior Court, to serve as an advocate for the best interests of a child who is the subject of a Dependency proceeding in Superior Court. The primary duties of the CASA are:

**Investigate:** Collect relevant information about the child's situation; gather objective, fact-based information about the child's situation; review confidential, case related documents, speak with individuals related to the case (parents, relatives, caseworker, teachers, counselors, foster parents, doctors) and report to the court factual information regarding the best interests of the child;

**Interview:** To meet with, interview, or observe the child, depending on the child's age and developmental status, and report to the court any views or positions expressed by the child on issues pending before the court;

**Monitor:** To monitor all court orders for compliance and to bring to the court's attention any change in circumstances that may require a modification of the court's order; To report to the court information on the legal status of a child's membership in any Indian tribe or band;

**Report:** To complete, in a timely manner, written reports to the court that address the historical and current facts of the child's situation, the CASA's conclusions based on the facts, and the CASA's recommendations to the court to serve the best interests of the child;

**Recommendations:** CASAs may make recommendations based upon an independent investigation regarding the best interests of the child, which the court may consider and weigh in conjunction with the recommendations of all of the parties;

**Advocate:** To represent and be an advocate for the best interests of the child; attend all court hearings pertaining to the child, submit timely court reports, and attend case staffings.

**Right to Counsel:** To inform the child, if the child is twelve years old or older, of his or her right to request counsel and to ask the child whether he/she wishes to have counsel.



## **MINIMUM JOB REQUIREMENTS:**

A Court Appointed Special Advocate must be at least 21 years of age, have a high school education, must possess a valid driver's license and have access to transportation. The CASA must complete an application form and authorize the CASA Program Staff to check at least three references unrelated to the applicant. The CASA must authorize and pass a criminal background check, which includes national, state, and local records checks, as well as a Child Protective Services (CPS) record check. The CASA Program Coordinator or Program Senior will interview the qualified applicants to determine suitability for the training program and CASA volunteer position.

The CASA must be comfortable speaking, reading and writing in the English language, be able to write coherent reports that are fact-based and logical in its conclusions and recommendations, and to assertively speak to the child's best interests in court. The CASA must agree to perform the duties as described above, in an ethical and lawful manner, and consistent with the policies of the CASA Program, and in accordance with the Guardian ad Litem court rules and Washington State RCWs. The CASA must be willing to make a minimum commitment of staying with the Program for the duration of their assigned case.

## **Court Appointed Special Advocate Pre-Service Training**

The CASA Pre-Service Training Program has three primary goals:

1. To give the volunteer specific guidelines as to the role and function of a CASA;
2. To impart knowledge of the Juvenile Court Dependency System and the support services provided by the CASA Program, and
3. To provide training in the necessary skills needed to perform the role of the Court Appointed Special Advocate, such as interviewing, gathering information, report writing, cultural competency, confidentiality, records management, testifying and courtroom etiquette. Case consultation and legal support are also provided to all CASAs.



## Application for Volunteer CASA Position: Part I

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_

City State ZIP Code

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ OK to Call  YES  NO

Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Training Session Applying For: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

How did you hear about the Snohomish County CASA Program? \_\_\_\_\_

Have you ever volunteered for a CASA program? YES  NO  If yes, when/where? \_\_\_\_\_

Have you ever been arrested, charged and/or convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School YES NO  
 Mark Years Completed 9  10  11  12  Diploma:

College Name: \_\_\_\_\_ Years Completed: 1  2  3  4  5  6  7  8

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Years Completed: 1  2  3  4  5  6  7  8

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Total Years Education** Are you still YES NO If yes, how  
 Count 12 years for completing high school attending school   often? \_\_\_\_\_

## References

Please list three references; 2 must be professional, one may be personal. Family members will not be considered.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Employment History

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## Volunteer History

Organization: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Organization: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Have you ever been asked to leave a volunteer position? Yes  No  If yes, Why? \_\_\_\_\_

### Specialized Training or Experience

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

_____ Adverse Childhood Experiences (ACES)	_____ Domestic Violence
_____ Autism	_____ Mental Health Issues
_____ Bilingual (fluent in more than 1 language)	_____ Special Education
_____ Child Developmental Delays	_____ Substance Abuse/Alcoholism
_____ Dependency Court System	_____ Trauma Informed Care (TIC)

Have you ever worked for the juvenile court system? Yes  No

Have you ever worked for the Department of Social and Health Services? Yes  No

Have you ever been a foster parent? Yes  No

Are you currently a foster parent? Yes  No

### Driver's License Verification

Do you hold a valid Washington State Driver's License? Yes  No  Please submit a copy of your Driver's License with application.

Do you have vehicle insurance? Yes  No  Please provide a copy of your vehicle insurance with application.

Do you have convenient access to a car/transportation? Yes  No

Do you have any restrictions on your ability or willingness to drive? Yes  No  If Yes, What?

### Disclaimer and Signature

I understand that by submitting this application, I authorize inquires to be made concerning my suitability as a volunteer. I further acknowledge that my service as a volunteer is an at will appointment and may be terminated by the CASA Program at any time. The information requested in this application, and such as may otherwise be obtained, will be used only for the purpose of determining suitability as a volunteer. All information will be held in confidence.

Criteria used in the selection of volunteers will be such as to insure the individual is able to meet the responsibilities of a volunteer court appointed special advocate. No individual will be rejected because of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation or disability.

Completion of application, interview and training process does not guarantee acceptance into the program.

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to a volunteer position, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Court Appointed Special Advocate Program  
Snohomish County Juvenile Court  
2801 10<sup>th</sup> Street  
Everett, Washington 98201  
(425) 388-7854  
[csu@snoco.org](mailto:csu@snoco.org)



**Application for Volunteer CASA Position: Part II** *(When responding, you are not limited to the space provided. Feel free to include additional pages if needed.)*

### Supplemental Questions

Why do you want to be a court appointed special advocate?

Share something about yourself that most people don't know; something special that could be said about you if you were introduced to a group of people.

Have you or any of your family members or friends ever been involved with the foster care system or Child Protective Services? If yes, please elaborate.



## Supplemental Questions Continued

Describe some of the opportunities you have had to work in diverse, multicultural and inclusive settings.

CASAs need to be able to utilize MS Office Suite to write reports (MS Word), organize calendar events and email folders (MS Outlook). What is your skill level and experience utilizing MS Office Suite?

**CONSENT TO RELEASE INFORMATION**

Licensing regulations require a background check on all persons employed by a licensee, volunteering for a licensee, living with a licensee or having significant amount of contact with person in care of the licensee. RCW 74.15.030(2)(b), WAC 388-06A. Chapter 13.34 RCW also requires a criminal history review of all court appointed special advocates. RCW 13.34.100(3)(i)(j).

Your signature on this form allows the Department of Social and Health Services (DSHS) and any and all law enforcement agencies; including WSP and FBI; to check for criminal records, for child abuse with the DSHS Central Registry and with DSHS records and with any other social service agency in any jurisdiction in which you may have resided. I authorize the release of all background information to the Snohomish County Juvenile Court and Snohomish County Court Appointed Special Advocate Program.

If you wish to be considered for a volunteer position with the Snohomish County Juvenile Court, you must complete this form in its entirety. ORIGINAL SIGNATURE NEEDED (DO NOT FAX OR EMAIL)

**Applicant Information**

Full Name: \_\_\_\_\_  
*First Full Middle Any Nicknames Last*

\_\_\_\_\_  
*Maiden Name Previous Married Name(s)*

\_\_\_\_\_  
*Any other names used (aliases):*

Race: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

**Please list below ALL the residences where you have resided in the past ten years (if they differ from your current residence address) to include any residences outside of Washington State. Please attach a separate page if needed.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand my fingerprint background check will be submitted to both the Washington State Patrol and FBI to check for criminal history records. I understand that if I have a criminal history record, I will have opportunity to verify or challenge the results of the records obtained. I understand that my criminal history record check results will only be used for authorized purposes by the Snohomish County CASA Program. (Criminal history information is not disseminated to other agencies.)

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the program must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the opportunity to volunteer based on information in the criminal history record.<sup>2</sup>
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

1 Written notification includes electronic notification, but excludes oral notification.

2 See 28 CFR 50.12(b).3 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616

## Pre-Service Training for 2020

Qualified applicants are required to participate in a 32+ hour pre-service training, commit to remain with their assigned case until it is dismissed and possess a desire to make a difference in the life of a child.

### How to Apply:

Speak up for a child today. Become a CASA by taking the first step: [submit an application](#) to the Snohomish County CASA Program. For more information, review the [program brochure](#) or connect with us at (425) 388 -7854 or [email](#). Training dates for January – April 2020 are posted below. Please call our office or visit our website at <https://snohomishcountywa.gov/CASA> for more information about the current training dates and times in 2020.

January 2020 Session		
January 22, 2020	Wednesday	9am - 5pm
January 25, 2020	Saturday	9am – 5pm
January 29, 2020	Wednesday	9am – 5pm
April 15, 2020 (required refresher training)	Wednesday	5:30 – 7pm
February 2020 Session		
February 19, 2020	Wednesday	9am - 5pm
February 22, 2020	Saturday	9am – 5pm
February 26, 2020	Wednesday	9am – 5pm
April 15, 2020 (required refresher training)	Wednesday	5:30 – 7pm
March 2020 Session		
March 18, 2020	Wednesday	9am-5pm
March 21, 2020	Saturday	9am-5pm
March 25, 2020	Wednesday	9am-5pm
June 17, 2020 (required refresher training)	Wednesday	5:30 – 7pm
April 2020 Session		
April 22, 2020	Wednesday	9am-5pm
April 25, 2020	Saturday	9am-5pm
April 29, 2020	Wednesday	9am-5pm
June 17, 2020 (required refresher training)	Wednesday	5:30 – 7pm

