

As an intern with CASA Kendall County, you will assist the Advocacy Director in the following ways and learn the following skills:

- Attend court to observe the procedures and stages that occur in juvenile abuse and neglect matters. (Must be available for Tuesday morning court proceedings)

- Learn case information and familiarize yourself with them so that you can assist the case advocate with obtaining needed documents and information from schools, doctors, family members, and agencies.

- Learn about working in highly confidential situations and how to protect the people covered by these policies.

- Assist in recruiting and training of new volunteers.

- Attend school and agency meetings for our cases and learn how these processes affect the child and family.

- Create case files and maintain up to date information in these files.

- Meet with families and children involved in abuse and neglect proceedings, along with the Advocacy Director or a case advocate, and observe how we advocate for the best interest of the children we serve.

- Complete computer data entry.