



## Confederated Tribes of the Chehalis Reservation

### Position Announcement Guardian ad Litem

**Job Summary:** A Court appointed person trained to independently investigate and determine the needs of tribal children, youth and vulnerable adults who are subject to a court proceeding by either the Tribe's social service program or family members.

#### **Job Duties & Responsibilities:**

- A. Gather and assess independent information about a child, youth, or vulnerable adult's situation and needs by getting to know the child, youth or vulnerable adult, interview parents, family members, care givers, social workers, teachers service providers and others.
- B. Review court files, school records, medical information, etc. related to the child, youth or vulnerable adult.
- C. Communicate with and seek cooperation and collaboration with other participants in the child, youth, or vulnerable adult's case.
- D. Seek information about the Tribe's tradition, culture and teachings regarding children, youth and vulnerable adults. Understand the community and family norms.
- E. Attend all case meetings and court hearings.
- F. Prepare and submit a comprehensive report for court hearings.
- G. Make recommendations in the child, youth, or vulnerable adult's best interest.
- H. Testify, when needed to support recommendations.
- I. Inform the Court of changes in the child, youth, or vulnerable adult's situation.
- J. Monitor the child, youth or vulnerable adult's situation on an on-going basis.
- K. Keep all records and information up to date and confidential.
- L. May provide service for non-tribal court cases that involve tribal youth and families.
- M. Perform related work as required.
- N. May be assigned duties under the Chehalis Tribe Emergency Management Plan and Program.

#### **Minimum Qualifications:**

- A. **Education/Experience:** A Bachelor's degree in social work or related field. A minimum of five years of experience working with children, youth, and vulnerable adults may be substituted.
  - 1. **Skills & Abilities:** Language Skills: Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with the public, related agency officials, community and civic leaders, city officials and other employees. Ability to prepare clearly written reports and documents, and to make effective oral presentations of recommendations and reports. Be able to communicate effectively with a varied population, including individuals from diverse ethnic, racial, cultural and economic backgrounds.
  - 2. **Mathematical Skills:** Ability to complete accurate mathematical calculations as may be required of the position.

3. Reasoning Abilities: The person in this position is expected to use a high degree of sound professional judgment in assuring acceptable standards of performance within the areas of his/her responsibilities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
4. Office/Computer Skills: Ability to function in PC environment using MS Office programs efficiently with minimal errors. Exhibit a willingness and ability to learn computer operations on a variety of different systems. Ability to use personal computer, printer, copy machine, and telephone.
5. Interpersonal Skills: Ability to smoothly and rapidly shift between dissimilar tasks; react quickly and calmly to emergency situations; make effective decisions while in stressful situations and circumstances. Must have a proven history and be able to maintain confidentiality.
6. Job Knowledge: Must be well organized, have excellent telephone etiquette, and possess solid customer service skills. Requires proficiency utilizing filing systems.
7. Ability to be objective and non-judgmental.
8. Ability to prepare complete and relevant reports focused on the needs of the child, youth or vulnerable adult.
9. Must have experience working with American Indian/ Alaska Native communities.

#### **Tribal Employment Preference**

The Confederated Tribes of the Chehalis Reservation apply a Chehalis Tribal Member and Native American preference policy to all employment opportunities.

**To Apply:** <https://www.chehalistribe.org/contacts/employment-opportunities/>

And submit Cover Letter and Resume to [jchasen@chehalistribe.org](mailto:jchasen@chehalistribe.org)