



Guardian Ad Litem Employee Job Description		
Position Title: Guardian Ad Litem		
Position ID #		
Facility:		
Job Family:	Comp Grade:	Status:

Position Summary:

A Guardian ad Litem (GAL) is trained community member appointed by the court judge to investigate and determine the needs of abused and neglected children and youth petitioned into the court system by the St. Croix Indian Child Welfare Department to represent the child's best interest in court.

Essential Functions:

The GAL must serve three essential functions: monitor and report to the court on the welfare of the child, determine what the child's best interest are based on the facts and the factors enumerated in the St. Croix Family Code and advocate for the child's best interest, and communicate the child's wishes to the court.

Guardian ad Litem Job Duties:

Primary duties include investigations, home visits, monitoring and making reports to the tribal court in cases involving alleged abused or neglected children. GAL's submit written reports and may testify in tribal court making findings and recommendations as to the best course of action to be taken in the interest of Indian Children. GAL's will work closely with Native American families both on and off the reservation in securing their trust that the tribal justice system will be fair in determining the child's best interest. Close collaboration with other tribal social service agencies and appreciation of tribal culture and traditions are required. The GAL may also be tasked by tribal court to serve as a mediator 1 a limited and select number of cases.

- Upon assignment by the court, open and organize case files.
- Investigate facts by conducting interview, home visits, and reviewing prior court actions/reports.
- Submit professional written reports with recommendations to tribal court prior to court hearings.
- Give-in-court testimony concerning findings and recommendations.
- Monitor progress of child/family after court issues order.

- Maintain contact with child and family until case is closed.
- Bring significant changes to the court's attention.
- Attend training sessions when resources and time allow.
- Any other duties assigned by supervisor.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manger.

Supervisory Responsibilities:

N/A

Directly Reporting to:

The Guardian ad Litem is under the direct supervision of the Associate Judge/Chief Judge.

Matrix of INDIRECT Reporting

St. Croix Tribal Council

Type of Supervisory Responsibilities

N/A

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Scope and Complexity:

Must understand the basic principles of Child Welfare and Family Systems, training will be provided if necessary. Interacts with Tribal Court Staff, Tribal Attorney's, and occasionally with County Court Staff and Attorneys. Regular interaction with Native families and children of all ages. Must be able to uphold strict level of confidentiality.

Physical Demands/Environment Factors:

OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultants, Program Manager)

- Requires extensive sitting with periodic standing and walking
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications:

- Proficiency level typically gained through a combination of high school diploma.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Have sufficient listening, speaking, and writing skills to successfully conduct interviews, prepare written reports, and make oral presentations.
- Requires skills in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with children of all ages, parents, foster parents, other caregivers, Tribal Court staff, Indian Child Welfare staff, school staff, and other service providers.
- A sincere interest in children and their rights and needs.
- A commitment to advocate for a child until a safe and permanent home is established and court involvement is no longer required.
- The ability to be objective and non-judgmental.
- Have the ability to relate to a child, family members, and professionals in a careful and confidential manner, and exercise sound judgment and good common sense.
- The ability to interact respectfully with people from diverse economic, educational and ethnic backgrounds.
- An understanding that connection to tribal culture and community is in the best interest of the child.
- Have knowledge or a willingness to gain knowledge about the Indian Child Welfare Act (ICWA) and/or the St. Croix Family Code.
- Have a valid driver license and show proof of insurance.

Preferred Qualifications:

- No felony convictions in the past 10 years or any misdemeanor conviction involving moral turpitude involving children.
- Prior experience with children or families.
- High school graduate or GED. Prior experience may substitute for college degree or post grad work.
- Native American Preference Given in Accordance with P.L. 93-638 and Amendments.

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.