



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Guardian ad Litem (GAL)

**OPEN:** September 28, 2018

**EXEMPT:** No

**SALARY GRADE:** (6)\$16.50-\$18.48 per hour DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** October 11, 2018

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Court

**SUPERVISOR:** Court Director

**VACANCIES:** 1

**JOB SUMMARY:** The Guardian ad Litem is a trained individual who is appointed to investigate and determine the needs of abused and neglected children and youth petitioned or involved in the court system. The Guardian ad Litem is the voice of the child who advocates for the best interest of the child.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Gather and assess independent information about the child's situation and needs by
  - Getting to know the child,
  - Interviewing parents, caretakers, case managers or social workers, teachers, service providers, community members with knowledge of the child or family,
  - Reading records associated with the child and family, including, but not limited to, court case history, Lummi Child Welfare case files, Individualized Learning Plans.
2. Attend court hearings, Child Consultation Team meetings, Family Team Decision Making meetings, and others which concern the child and family.
3. Seek collaborative solutions with other participants in the child's case.
4. Communicate with legal in preparation for court hearings, if required.
5. Write child-focused reports for court hearings using program report format.
6. Make recommendations in the child's best interest.
7. Advocate for services both for the child and family.
8. Testify, when necessary, to support recommendations or inform the court of changes in the child's situation.
9. Ensure the court knows the child's wishes and if you support them or not.
10. Keep the child informed about the court proceedings, at the child's level.
11. Facilitate the child's participation in court hearings as appropriate.
12. Monitor the situation on an on-going basis.
13. Monitor compliance with court orders and parent's compliance with services.
14. Consult with the GAL staff for support and guidance.
15. Maintain a working file.
16. Provide statistical information as requested by the GAL staff.
17. Keep all records and information confidential.

18. Attend continuing education trainings on advocacy issues.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- AA Degree in General Studies/Transfer, Social Work, or Human Services.
- 1 year experience in a court system court OR Human/Social Service program working with at-risk youth.
- Must possess and maintain valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.
- Applicant must provide a writing sample along with application

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of and/or experience in the Lummi cultural community or other Native communities.
- Ability to comply with the policies and procedures of the Guardian ad Litem Program.
- Ability to be objective and non-judgmental.
- Sincere concern for the well-being of children, especially children of the Lummi Nation.
- Commitment to advocate for a child until the child is returned home or in a safe and permanent home is established, and court involvement is no longer required.
- Ability to interact respectfully with people from diverse economic, educational, and ethnic backgrounds.
- Ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference.
- Commitment to GAL's goals and mission in alliance with Lummi Nation Tribal Code.
- Ability to communicate effectively; written, verbal, and interpersonal skills including conflict resolution
- Knowledge of crisis management and the ability to deal with situations that need immediate action.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must have experience with the Lummi Children, Families and Culture
- Must obtain Washington CASA Certification
- Must be capable of managing stress productively, and effectively engage in high-stress situations.
- Must be sensitive to families, be a team player and respect confidentiality at all times.
- Must have reliable transportation and willing to travel to meet with families, children and providers.
- Must be willing to work a flexible schedule.
- Must maintain the strictest confidentiality and professionalism.

### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) Application go to: [https://www.lummi-nsn.gov/userfiles/381\\_2014%20LIBC%20Application.pdf](https://www.lummi-nsn.gov/userfiles/381_2014%20LIBC%20Application.pdf) or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information contact the HR front desk at (360) 312-2023. Please submit an LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications please include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.