



# 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:** May 9, 2025

**EXEMPT:** No

**SALARY:** (9) \$26.48-\$29.82/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** May 23, 2025

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Court

**SUPERVISOR:** Court Director

**VACANCIES:** 1

**JOB SUMMARY:** This position requires specialized guardian ad litem training.

The job of the guardian ad litem is to conduct investigations and make impartial recommendations to the court as to the best interests of the child, including but not limited to:

- (1) promoting the health, safety, and wellbeing of the child in the provision of services, placement, and permanency planning decisions;
- (2) promoting actions that protect the child's rights as listed in LCL 8.01.020, "Declaration of Children's Rights"; and
- (3) maximizing the child's relationship with the child's family, extended family, and the tribal community at large.

The Lummi Tribal Court may appoint a guardian ad litem to advise as to the best interests of children or vulnerable adults in proceedings brought under other titles of the Lummi Code of Laws.

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

1. The guardian ad litem shall not have the status of a party, but rather as an advocate for the best interests of the child.
2. The guardian ad litem shall be present in court proceedings to present reports and be available for questioning by the court and the parties to the case.
3. The guardian ad litem must be able to work independently, track court dates and submit reports on time with minimal supervision.
4. Gather and assess independent information about the child's situation and needs by
  - Interviewing 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.

5. Attend court hearings, Family Wellness Court hearings, Child Consultation Team meetings, Family Team Decision Making meetings, and others which concern the child and family.
6. Seek collaborative solutions with other participants in the child's case.
7. Communicate with attorney(s) in preparation for court hearings, if required.
8. Write child-focused reports for court hearings using program report format.
9. Make recommendations in the child's best interest.
10. Advocate for services both for the child and family.
11. Testify, when necessary, to support recommendations or inform the court of changes in the child's situation.
12. Ensure the court knows the child's wishes and if you support them or not.
13. Keep the child informed about the court proceedings, at the child's level.
14. Facilitate the child's participation in court hearings as appropriate.
15. Monitor the child's situation on an on-going basis.
16. Monitor compliance with court orders.
17. Consult with the Lead GAL for support and guidance.
18. Maintain a working file for each child.
19. Provide statistical information as requested by the Court Director.
20. Keep all records and information confidential.
21. Attend continuing education trainings on advocacy issues.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Social Work, or Human Services, or related field required
- 1-year experience in a court system, preferably a Tribal court system
- 1-year experience in 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.

- Knowledge of services available at Lummi Nation and Whatcom county beneficial to children and families.

#### **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 Title 26 GAL Certification Training, or in the alternative Washington Court Appointed Special Advocate (CASA) for Children Training by the Washington CASA Association.
- 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, which may include out of state travel.
- Must be willing to work a flexible schedule.
- Must maintain the strictest confidentiality and professionalism.
- No person may be appointed as guardian ad litem if the person has a confirmed history as the perpetrator of child abuse or neglect or as a perpetrator of domestic violence. No guardian ad litem can have a conviction for a sex crime, felony crime of violence, or crime against a child; or a conviction in the past five years of a drug or alcohol related offense or an assault and battery.
- Must pass a background check that includes search for history of child abuse or neglect, and a criminal background investigation for the listed history and offenses.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit 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 include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.