



WE Tribal Council

(1) Position Code:

(2) Authority Level:

(3) Revision Date:

5/22/14

(4) Position Title: Guardian ad Litem

(5) Reports To:
Court Services Manager

(6) Department: Tribal Court

(7) Classification:

(8) Division: Judicial

(9) Position Summary:

This position is responsible for providing advocacy for children by gathering information to make recommendations in court regarding their best interest. The position conducts, interviews and observes the child(ren) and significant people in their lives. They review social service, medical, school, psychological and criminal records and reports.

(10) Position Outcomes:

Researching for Details:

- Gathering and assess independent information about the child's needs by getting to know the child
- Interviewing parents, caretakers, social workers, teachers and service providers
- Reading records related to the child and family

Collaborating:

- Seeking cooperative solutions with other participants in the child's case
- Communicating with the GAL Attorney Advocate to develop legal strategies and prepare for court
- Attending court hearings and other meetings

Recommending the Best

- Writing child-focused reports for court hearings
- Making recommendations in the child's best interest
- Testifying to support recommendations or inform the court of changes in the child's situation

Empowering the Child's Voice

- Ensure that the court knows the child's wishes
- Keep the child informed about the court proceedings
- Facilitating the child's participation in court hearings

Stay Vigilant

- Staying vigilant by monitoring the situation on an ongoing basis
- Consulting with local program staff for support and guidance

Keeping all records and information confidential

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Have sufficient listening, speaking, and writing skills to successfully conduct interviews, prepare written reports, and make oral presentations;
- Have knowledge and an appreciation of the ethnic, cultural, and socio-economic backgrounds of the population to be served;
- Have the ability to (1) relate to a child, family members, and professionals in a careful and confidential manner; (2) exercise sound judgment and good common sense; and (3) successfully discharge the duties assigned by the court;
- Have the ability to complete the training and orientation requirements set forth in these Requirements and Guidelines;
- Ability to communicate effectively, both orally and in writing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to combine pieces of information to form general rules or conclusions.
- Ability to write reports, business correspondence and/or procedure manuals.
- Skilled in the operation of office equipment, including: copiers, fax machines, and/or 10-key adding machines.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook)

(12) Position Qualifications:

- Have a BA or BS in psychology, social work, education, nursing, law, or child-related discipline OR have an equivalent combination of training, education or experience;
- Must be at least 25 years of age or older
- Have access to reliable transportation;
- Must be able to pass background check

(13) Physical & Environmental Demands:

- Work from home office
- Travel required
- Frequent talking and listening.
- Frequent use of hands and fingers to operate computer, phone, and writing utensils.
- Occasional lifting of twenty (20) pounds

(14) Signature

Divisional Director:

Date:

Human Resources:

Date: