



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 a trained community member appointed by the tribal court judge to investigate and determine the needs of abused and neglected children and youth petitioned into the court system by the Indian Child Welfare Department to represent the child(ren)'s best interest in court.

Essential Functions:

It is understood by the parties that this agreement and the services rendered hereunder are in the nature of an independent contractor relationship with the St. Croix Tribal Court but are encouraged to serve until the case is completed, which usually takes at least a year.

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 in 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 immediate manager.

Supervisory Responsibilities:

N/A

Directly Reporting to:

The Guardian Ad Litem is under the direct supervision of the Tribal Court 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:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

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

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to XX pounds.
- 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.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- A sincere concern for the well-being of children.
- 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 read and follow the St. Croix Family Code
- The ability to be objective and non-judgmental.
- 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.

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 which helpful but not required
- 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.