

MINNESOTA DISTRICT COURT 10TH JUDICIAL DISTRICT	
INDEPENDENT CONTRACTOR GUARDIANS AD LITEM FUTURE OPENINGS	
DEPARTMENT/LOCATION Guardian ad Litem Program Anoka, Wright, Sherburne, Washington, Pine, Isanti, Chisago and Kanabec Counties	HOURS OF WORK Multiple Contractor Positions 20-40 hours per week Flexibility Required Including Evenings and Weekends

The Tenth Judicial District is currently building a roster of qualified Guardian ad Litem Contractor applicants for current (Anoka County only) and future openings that may occur throughout the District. This roster will be maintained for six months from the date the application is received. Guardian ad Litem openings that occur within the next six months will be filled with qualified candidates who have their application on file in the District Office prior to the closing date at the bottom of this announcement.

Selected Contractors who successfully complete the 40 hour pre-service orientation may be offered a contract to provide Guardian ad Litem services in Anoka, Wright, Sherburne, Washington, Pine, Isanti, Chisago and Kanabec Counties.

DESCRIPTION: A Guardian ad Litem is an individual appointed by the court to advocate for the best interests of children in juvenile and family court proceedings. Guardians ad Litem interact with judges, social workers, and a variety of other professionals. The positions involve visiting clients in their home, visiting children in school, and appearing in court. Travel within the above listed counties, as well as neighboring counties, is required.

RESPONSIBILITIES:

- Advocate for the best interests of the child
- Gather case information through review of documents, personal interviews, home visits, case meetings and other sources
- Maintain accurate case notes and files
- Make timely written and oral reports to the court containing facts, conclusions and recommendations
- Participate in court hearings; testify as required
- Monitor cases for compliance with court orders
- Maintain confidentiality
- Exercise independent judgment
- Comply with applicable state and federal laws and court rules

QUALIFICATIONS:

- A BA or BS in psychology, social work, education, nursing, law, or a child related discipline, or have the equivalent combination of training, education or experience.
- An abiding interest in children and their rights and needs
- Sufficient listening, speaking and writing skills to successfully conduct interviews, prepare written reports and make oral presentations

- Knowledge and appreciation of the ethnic, cultural and socio-economic backgrounds of the population to be served
- Ability to relate to children, family members and professionals in a careful and confidential matter
- Ability to exercise sound judgment and good common sense
- No prior involvement in any conduct or activity that would interfere with the ability to discharge the duties assigned by the court
- Successfully complete the required 40 hour pre-service Guardian ad Litem orientation and not have been removed from a panel of approved guardians ad litem
- Previous experience working with families and juveniles preferred
- Pass criminal background checks
- Provide own means of transportation

CONTRACT COMPENSATION: \$17.00 to \$22.00 per hour; 20-40 hours per week.

DEADLINE FOR CONSIDERATION: 4:30 p.m., Friday June 20, 2008.

For further information regarding these independent contractor positions, please contact Greg King, Guardian ad Litem Program Manager at (763) 279-0153, or Dana Ahlness, Washington County Guardian ad Litem Coordinator at (651) 430-6305.

TO SUBMIT YOUR INTEREST: Request a contractor consideration form by calling (763) 279-0179, or download the applicable forms from www.courts.state.mn.us. Submit completed forms and addendum to:

**Greg King, Guardian ad Litem Manager
Tenth Judicial District Administration
7533 Sunwood Drive, Suite 306
Ramsey, MN 55303-5186**