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| MINNESOTA DISTRICT COURT 3RD JUDICIAL DISTRICT | |
| INDEPENDENT CONTRACTOR GUARDIANS AD LITEM | |
| DEPARTMENT/LOCATION Guardian ad Litem Program Fillmore and Houston Counties | HOURS OF WORK Contractor Position(s) Part time Flexibility Required Including Evenings and Weekends |

The Third Judicial District is currently seeking **Independent Contractors to perform Guardian ad Litem services.** Selected Contractors who successfully complete the 40-hour pre-service orientation or are already certified may be offered a contract to provide Guardian ad Litem services in Fillmore and Houston 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 interact with judges, social workers, and a variety of other professionals. The positions involve home visits to clients and extensive work in the community. Travel within and outside Fillmore and Houston Counties.

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 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:

- Graduation from an approved high school or vocational school, BA/BS preferred
- 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

Experience as a guardian ad litem, completion of the guardian ad litem pre-service orientation requirements, and a demonstrated comprehension of the responsibilities of guardians ad litem are desirable. Bachelor's Degree in a human services field or equivalent training and experience is preferred. If you are offered a contract and not certified, you must complete the certification course offered by the Supreme Court during the fall of 2007.

CONTRACT COMPENSATION: \$18.00 to \$22.00 per hour depending on education and experience. Preference given to certified Guardians ad Litem.

DEADLINE FOR CONSIDERATION: 4:30 p.m., September 17, 2007.

TO SUBMIT YOUR INTEREST: Request a contractor consideration form by calling 507-529-6290, or download the applicable forms from www.mncourts.gov. Submit completed **forms and addendum** to:

**Third Judicial District Administration
Guardian ad Litem Program
Attn: Jane Glander, Manager
1210 ½ NW 7th Street – Suite 220
Rochester, MN 55901**