

<b>MINNESOTA DISTRICT COURT SECOND JUDICIAL DISTRICT</b>	
<b>INDEPENDENT CONTRACTOR GUARDIAN AD LITEM</b>	
<b>DEPARTMENT/LOCATION</b> Guardian ad Litem Program Ramsey County	<b>HOURS OF WORK</b> Irregular Varied and Flexible Hours Including Evenings and Weekends

The Second Judicial District is seeking an Independent Contractor to perform Guardian Ad Litem Services.

**DESCRIPTION:** A guardian ad litem is an individual appointed by the court to represent the best interests of a child in a court proceeding. The position will focus primarily on the areas of juvenile and/or family court matters. Guardians interact with judges, social workers, prosecutors, defense attorneys, parents, foster parents, school personnel, medical professionals, psychologists/psychiatrists, human services providers/programs and other related individuals. The position involves home visits to clients and extensive work in the community.

**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 judgement
- Complete continuing education requirements
- Comply with applicable state and federal laws and court rules
- Perform other duties as required
- Considerable travel within the seven county metropolitan area is required

**KNOWLEDGE/SKILLS/ABILITIES:**

- An abiding interest in children and their rights and needs
- Some knowledge of the objectives, philosophy, policies and procedures of a GAL program
- 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
- Some knowledge of juvenile and family judicial process, rules and law

- Previous experience working with families and juveniles
- No prior involvement in any conduct or activity that would interfere with the ability to discharge the duties assigned by the court
- No history of removal from a panel of approved guardians ad litem following an unsatisfactory performance evaluation
- Capacity to work flexible hours
- Provide Own means of transportation
- Work from a home office

**MINIMUM QUALIFICATIONS:**

- Highly desirable candidates will have a Bachelor's Degree in human services field or equivalent training and experience.
- Experience as a guardian ad litem and a demonstrated comprehension of the responsibilities of guardians ad litem preferred.
- 40 hours of Pre-Service Guardian Ad Litem training (contract consideration contingent upon successful completion of this training). If you are not certified, the Second Judicial District will provide this.
- Possession of valid driver's license.
- Satisfactory background & reference checks.
- Ability to office from home with necessary computer capabilities.

**CONTRACT COMPENSATION:** Current Pay Range is based on a combination of prior experience as a Guardian ad Litem, years of related experience and education. There are three pay tiers: \$18.00, \$20.00 or \$22.00 per hour. No benefits are offered.

**APPLICATION DEADLINE:** 4:30 p.m., Friday, March 21, 2008.

**TO APPLY:** Guardian Ad Litem Contract applications forms can be downloaded from [www.mncourts.gov](http://www.mncourts.gov) or by calling 651/266-8266. Send completed application form, cover letter and resume to: **Judicial Administration, GAL Contractor, 1700 CH, 15 West Kellogg Blvd., St. Paul, MN 55102.**

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