



Job title	<i>Guardian ad Litem (GAL)</i>
FLSA Status	<i>Exempt</i>
Employment Status	<i>Full-time</i>
Reports to	<i>GAL Supervisor</i>

Job purpose

Guardians ad Litem (GALs) will provide support and crucial input to the legal team and volunteers in order to allow for effective advocacy for a child’s best interests. GALs must be able to work both collaboratively and independently. Internal collaboration consists of working with staff attorneys, supervising attorneys, volunteers, paralegals, and other staff and social workers. GALs must also be able to work independently, managing their own responsibilities with respect to their cases.

GALs are expected to remain current on emerging research, best practices, and new information in the areas of family law, juvenile law, child advocacy, child development, abuse and neglect, trauma, and other related areas. In the course of their advocacy for a child’s best interests, GALs must possess initiative in seeking out creative and sound solutions to any issues affecting a child’s best interests. GALs must have a strong commitment to ethical practices. They must have strong interpersonal skills, sound judgment, excellent communication skills, and evince a commitment to diversity, inclusion, equity, and justice.

Duties and responsibilities

- Communicate with the child and the volunteer as well other parties and/or collateral sources on cases.
- Keep the attorneys regularly informed of case progress, developments, and other key matters.
- Help inform and shape best interest recommendations.
- Attend out of court meetings, such as Child and Family Team Meetings (CFTMs).
- Attend hearings as needed and make recommendations on behalf of children to the court.
- Connect children with needed resources; assist in referral and intake processes where appropriate.
- Maintain ongoing awareness of available services and resources.
- Supervise a team of Court Appointed Special Advocate (CASA) Volunteers.
- Participate in training of attorneys, volunteers, and other staff as needed.
- Help craft trauma-informed practices for all aspects of GAL/CASA advocacy and practices.

Qualifications

Minimum qualifications include:

- Bachelor’s degree, preferably in social work or related field.
- Ability to pass both a state and national background check, as well as any applicable Department of Child Services background checks.
- Demonstrable interest or experience in child welfare and child services.

Preferred qualifications include:

- Bilingual candidates are encouraged to apply (especially those who speak Spanish, Haitian Creole, and other high need languages in Indiana).
- Experience in family law, juvenile law, or other child- related areas of law and welfare.
- Relevant specializations in child welfare.
- Training or experience in trauma informed care and ACEs.
- Specialized knowledge, training, or experience relating to child development and child abuse and neglect.

Working Conditions

This job operates in a professional office environment, home office, and school setting. This role requires regular client home visits. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

This job is a hybrid work environment and will require some evenings and possibly weekends.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee may be required to stand, walk, use hands, handle, feel, reach or lift with hands and arms. May be required to drive.

Direct Reports

CASA Volunteers

Salary and Benefits

Salary and Benefits:

- Starting salary \$51,750/annually
- Benefits include, but are not limited to, a generous leave policy, excellent family health insurance, a 401(k) plan and the camaraderie of a team of committed advocates for social, racial, and economic justice.

Please send resumes to the Kids' Voice of Indiana Deputy Director of GAL/CASA Program, Chris Mundy, at cmundy@kidsvoicein.org by July 31, 2024.

*Please state your interest when applying for a bilingual designation. This will notify the hiring committee to evaluate your level of language proficiency as a part of the interview process.

Kids' Voice of Indiana is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, age, sex, religion, sexual orientation, national origin, disability, genetic information, gender identity, gender expression, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Kids' Voice makes hiring decisions based solely on qualifications, merit, and business needs at the time.