

## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>GUARDIAN AD LITEM CASE AIDE DEPENDENCY SERVICES</b>
<b>JOB SUMMARY:</b>	Assist a Guardian ad Litem/CASA Coordinator in his/her daily job responsibilities, interviewing families, monitoring Dependency cases, and utilizing office management skills.
<b>JOB DUTIES:</b>	Review dependency files pending legal action and calendar upcoming Court dates. Attend interviews between Guardian ad Litem, child, and the family and occasionally conduct interviews independently and document for Guardian ad Litem. Assist in home visitation and conduct independent home visits. Make case-related phone calls to pertinent parties, document for Guardian ad Litem. Attend court hearings and occasionally participate in court hearings and document proceedings for Guardian ad Litem. Review and organize case files for Guardian ad Litem. Monitor and document compliance with Dependency Court orders.
<b>TRAINING, EDUCATION EXPERIENCE:</b>	Knowledge of general office procedures strongly recommended. Experience working with people, specifically child is an asset. Knowledge of computers and MS Word. Familiarity with legal terminology is helpful. Good writing and communication skills. Must be able to organize information in a concise manner. Attendance at a half-day Cultural Diversity Training required. Attendance at a three-day CASA/GAL training required.
<b>PERSONAL TRAITS:</b>	Care and concern for children. Mature and stable person, able to remain objective. Must be able to maintain confidentiality and a professional demeanor. Must possess strong organizational skills. Must be able to work independently.
<b>REQUIREMENTS:</b>	Must be 21 years old or older. Must have a valid driver's license, proof of insurance, and a good driving record. Must submit to a background check.
<b>JOB RELATIONSHIPS:</b>	Supervised by a Guardian ad Litem. Responsible to the Volunteer Services Manager.
<b>TIME COMMITMENT:</b>	A minimum of 12 hours a week for six months, scheduled between the hours of 8:00 a.m. and 5:00 p.m. weekdays.