



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)  
701-381-0204

**Job Title:**

**Guardian Ad Litem**

**Open Date:**

**May 6, 2019**

**Position Objective: Assists in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitations, or dependent care.**

### **Major Duties & Responsibilities**

- Guardian Ad Litem are officially appointed to cases by the court as independent observers and child advocates, assessing the best interest of a child given the particular circumstances of the case and the needs of the child within the family.
- Works with children, parents, court officials, attorneys, social workers, foster parents, and other involved parties to reach a resolution.
- Provide a written report to the court setting for the synthesis of his or her work, making recommendations about the child's best interest.
- Provide information or refer individuals to public or community services for assistance.
- Consult with supervisor concerning programs for individual families.
- Submit reports and review reports or problems with supervisor.
- Represent the best interests of a child(ren) at Juvenile Court hearings and during various child welfare proceedings and meetings.
- Interview individuals or family members to compile information on social, educational, criminal, institutional or drug history.
- Advise clients regarding food stamps, child care, food, money management, sanitation, or housekeeping.
- Visit individuals in homes or attend group meetings to provide information on agency services, requirements, or procedures.
- Meet with youth groups to acquaint them with the consequences of delinquent acts.
- Work hours are flexible and some travel may be necessary.
- Ability to work with a Multi-Disciplinary Team, such as Traditional Court, Social Services, etc.

### **Qualifications, Experience and education required:**

- Four-year degree in Social Work or related field.
- Experience with children and families
- Good interpersonal and communication skills.

- Working knowledge of the concept of confidentiality and the ability to maintain objectivity in carrying out the Guardian Ad Litem role.

<b>Job Role:</b>	Guardian Ad Litem	<b>Company Industry:</b>	Spirit Lake Tribe Tribal Courthouse
<b>Exempt/Non-exempt</b>		<b>Closing Date:</b>	<b>Until Filled</b>
<b>Employment Status:</b>	Part-time, no benefits, independent contractual court personnel Minimum of three (3) days 24 hrs. Maximum of four (4) days 32 hrs. Available each week	<b>Supervision</b>	Tribal Court
<b>Monthly Salary Range:</b>	\$45/hr.	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	One	<b>Classification: Exempt/Non- exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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