



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Juvenile Court Guardian Ad Litem

Open Date:

February 12, 2018

Position Objective: This position involves assisting and 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 also assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitations, and/or dependent care.

Major Duties & Responsibilities:

- That the Certified Juvenile Court Lay Guardian Ad Litem must:
- Advocates for the best interests of the child;
- Exercises independent judgment, gather information, participate in negotiations, and monitor cases;
- Reviews relevant documents, including social services, psychological, psychiatric, medical, therapy, and education records;
- Meets with and observing the child in the home setting or placement;
- Interviews parents, siblings, caregivers, and other interested parties with relevant information to the case;
- Completes work in a professional manner by participating in meetings impacting the life of a child, including attending all court proceedings related to the deprivation matter, child-family team meetings, settlement negotiations, appropriate school meetings, and other activities as may be directed by the Spirit Lake Tribal Court in the child's best interest for pre or post adjudication matters;
- Obtains releases of information as required and observes all laws of the Spirit Lake Tribe Law & Order Code, Ordinances, Resolutions, and Policies regarding confidentiality. A certified juvenile court lay guardian ad litem must not disclose or participate in the disclosure of information to any person, except as necessary to perform the guardian ad litem duties specifically provided by law;
- Prepares a written report regarding the child's best interest, including conclusions with specific recommendations as appropriate to the facts of the case - - psychological, psychiatric, parenting and chemical dependency evaluations, or services or treatment deemed necessary, and this report must be submitted to the juvenile or family court as directed by the Court, and upon receipt copies must be provided to all parties by the juvenile or family court;
- Treats all individuals with dignity, respect, and sensitivity to religious background, racial or ethnic heritage, cultural, gender, orientation, and socio-economic diversity;
- Complies with all of the Spirit Lake Tribe Law & Order Code, Ordinances, Resolutions, and Policies regarding the reporting of child abuse and/or neglect;
- Must attend all Tribal Court proceedings, unless excused by the Court and must testify when requested;
- May submit an interim report and request a case status review;
- Provides a written report to the court setting for the synthesis of his or her work, making

recommendations about the child’s best interest;

- Represents the best interests of a child(ren) at Juvenile Court hearings and during various proceedings and meetings;
- Interviews individuals or family members to compile information on social, educational, criminal, institutional or drug history;
- Performs all phases of a case pursuant to the Spirit Lake Tribe Law & Order Code under the Children’s Code within the jurisdiction of the Spirit Lake Tribal Court;
- Drafts and revises Tribal codes, ordinances, and resolutions as needed;
- Conducts legal research concerning Tribal, federal, and state law;
- Participates in planning and strategy sessions; and
- Establishes a positive and productive working relationship with various agencies over its Tribal members;
- Prepares motions and proposed orders;
- Attends court hearings regarding Spirit Lake Tribal members and their children either in-person, or telephonically, as needed;
- Preserves and uphold the Spirit Lake Tribe Constitution and By-laws, Law & Order Code, Tribal Jurisdiction, Ordinances, Resolutions, Policies, and all applicable federal laws; and
- Ability to work with a Multi-Disciplinary Team, such as Traditional Court, Social Services, etc.
- Performs other duties as assigned.

Qualifications, Experience, and Education required:

- Before a person is eligible for service as a certified juvenile court lay guardian ad litem, the person must satisfy the following minimum qualifications:
- Possesses written credentials establishing that the person has a bachelor’s degree, preferably in a human service, education, or related field; or
- Possesses an associate degree in an academic field related to child care, child development, or children’s services, and at least two (2) years of experience in the delivery or supervision of child care or children’s services, child development services, or in the education of children;
- Completes a minimum of eighteen (18) hours of specialized lay guardian ad litem training;
- Completes an additional eighteen (18) hours of approved lay guardian ad litem training every three (3) years;
- Possesses communication skills necessary to successfully conduct an interview, prepare a written report, and make an oral presentation; and
- Has no criminal conviction or a substantiated instance of child abuse and/or neglect

Job Role:	Certified Juvenile Court Lay Guardian Ad Litem	Company Industry:	Spirit Lake Tribe Tribal Courthouse
Exempt/Non-exempt		Closing Date:	February 26, 2018

Employment Status:	One (1) year from date of hire, Part-time, no benefits, independent contractual court personnel Minimum of three (3) days available each week	Supervision	Chief Judge
Monthly Salary Range:	D.O.Q. D.O.E. Up to \$74,000.00	Manages Others:	No
Number of Vacancies:	One	Classification: Exempt/Non- exempt	
Please Send Application to:			
Name:	Spirit Lake Tribe Human Resource Department	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	(701)766-1203 or (701) 766- 1215	Fax:	(701) 766-1272
Application Procedure	Completed 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.		