



GAL/CASA PROGRAM COORDINATOR JOB DESCRIPTION

Job Title: GAL/CASA Program Coordinator

Job Code: JS160

Pay Grade: 122

Effective Date: October 2007

FLSA: Exempt

Revision Date: May 2017

NATURE OF WORK

Under limited supervision, performs a variety of program management functions on behalf of the Lewis County Juvenile Court. Responsible for management and development of the Volunteer Guardian ad Litem (GAL)/Court Appointed Special Advocates (CASA) Program and associated Dependency, Termination and Guardianship cases; recruits, professional level volunteers; trains, supervises, supports, and evaluates Guardian ad Litem (GAL) volunteers; selects Guardians ad Litem and attorneys for appointment to cases; interacts with attorneys, case workers, and outside agencies; prepares and maintains case file information; attends court proceedings; partners at Family Team Decision Meetings at DSHS; manages the GAL Advisory Board; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and coordinates the day-to-day activities of the County's Volunteer GAL/CASA programs.
- Supervises and audits the work and legal court reports of all volunteer personnel; communicates with volunteers regarding court and case specifics; assists in resolving legal issues.
- Recruits and maintains a qualified volunteer pool; presents at a variety of venues to promote volunteer opportunities; screens candidate applications; completes reference and background checks.
- Responsible for the Training of new and current volunteers; ensures volunteers meet necessary training requirements; schedules and develops training materials.
- Participates in Court proceedings representing the Juvenile Court; interacts with attorneys, families, social workers and judicial officers; assists with Court operations and provides related support to volunteers; substitutes in court proceedings for GALs in their absence.
- Interprets laws, court orders, rules, and regulations pertaining to juveniles and families involved with dependency court and ensures GALs understand and follow these mandates.
- Performs case management functions; selects and provides guidance to assigned GALs; conducts home, school, and office visits with and for assigned GALs; provides family and/or crisis intervention services for volunteers.
- Monitors the performance of GAL volunteers in court, manages quality of investigation and reporting, and compliance with program policies and procedures and legislation.
- Manages the GAL Advisory Board; facilitates meetings and notification of Board members; recruits new Board members; provides resumes for prospective GAL candidates.

- Develops and maintains collaborative partnerships with case workers, attorneys, community organizations, educational entities, counseling agencies and medical facilities regarding program and/or case related matters.
- Attends and participates in a variety of interagency meetings surrounding dependency children.
- Prepares and presents written reports to the Court in the absence of a GAL including Dependency Fact Finding and Termination reports, providing a thorough case summary with recommendations for the permanent placement of the child; provides review and guidance to assigned GALs on same reports.
- Creates, updates, and maintains case files; documents all case activity; inputs and updates case information in State databases including COMET, JIS and JCS.
- Compiles data; prepares and maintains a variety of program records, reports, and documentation.
- Maintains program certification with National CASA by ensuring adherence to National CASA Standards.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment, in and around court facilities, and in the field; subject to sitting and standing for extended periods of time, walking, bending, reaching, and lifting of objects up to 35 pounds; exposure to potentially combative or emotional parents and/or family members, dangerous animals, hazardous materials, and infectious diseases. Flexible schedule requires some evening and weekend hours. Travel required for state conferences and trainings.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Social Science, Criminal Justice, Behavioral Science or a closely related field; AND two (2) years of experience working in a court/legal or child welfare environment, with one (1) year of experience supervising adult volunteers in a structured setting.

A valid Washington Driver's License is required within 60 days of hire.

Must successfully complete a criminal history background investigation, a DSHS background investigation, psychological examination, and polygraph examination.

Must successfully complete initial 30 hour National and Washington State GAL/CASA training within 6 months of hire.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Juvenile Court/Detention operations, policies, and procedures.
- CASA/GAL programs and standards of operation and conduct.
- Regulations and standards governing dependency/termination cases and GAL/CASA program function.
- Case management principles and processes.
- Recruitment practices, supervision; discipline and acknowledgment practices and methods for volunteers.

- State statutes laws and practices regarding dependencies and Guardian ad Litem law.

Skills in:

- Managing and developing the County's Volunteer GAL/CASA program.
- Public speaking; preparing and delivering presentations to public and private groups to recruit volunteers.
- Participating in court proceedings; providing oral and written recommendations to Judge and case parties.
- Recruiting, training, supervising, evaluating, and providing support to volunteers.
- Monitoring and ensuring the delivery of high quality program services to children.
- Deescalating hostile family members and conflict resolution amongst professionals.
- Managing a GAL Advisory Board involving legal professionals from multiple private and public agencies.
- Conducting home visits and community based meetings relative to children in dependency action.
- Maintaining a volunteer website; uploading report forms and pertinent information for volunteer development.
- Establishing and maintaining effective working relationships with volunteers, social workers, attorneys, court personnel, juvenile probation/detention personnel, care providers, and outside agencies.
- Internet research and webpage development, and operation all standard office equipment and software.
- Communicating effectively verbally and in writing.