



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Juvenile Position: GAL/CASA Program
Coordinator

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 122: \$4,600 - \$6,186 per month

Posting Opens: 08/06/2021

Posting Closes: Open until filled

DEPARTMENT / OFFICE

Lewis County Juvenile Court
360 NW North St, MS:JUV01
Chehalis, WA 98532

POSITION SUMMARY

Under general supervision, provides professional staff support to the Volunteer Guardian ad Litem (GAL)/Court Appointed Special Advocates (CASA) Program; recruits, trains, supports, and evaluates Guardian ad Litem (GAL) volunteers; interacts with attorneys, case workers, and outside agencies; attends court proceedings; provides administrative support to the GAL Advisory Board; and performs other related duties as assigned. *Funding for this position is contingent upon continued grant funding.*

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs.

All applications must be completed online using the Lewis County web page.

Application packets may be requested by calling (360) 740-1408. Also, Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA coordinator, Human Resources at (360)740-1408 or (360)740-1480 TTY.

WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions with or without accommodations, and possess knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume
- ✓ Proof of education as required

MINIMUM REQUIREMENTS

Minimum qualifications include:

- 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 Driver's License is required within 60 days of hire.
- Must have a working telephone at residence or personal mobile phone

Successful completion of a pre-employment criminal history background investigation including DSHS/Child Protective Services background check, psychological examination, and polygraph examination.

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

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.