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**Department of Administration**

OFFICE OF PUBLIC ADVOCACY

Juneau Civil Section

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**Guardian ad litem Position Description**

**Closing Date: January 2, 2015**

The Office of Public Advocacy is seeking to fill a non-attorney Guardian ad litem (GAL) position in the Juneau Civil Section. OPA provides a court-appointed GAL to advocate for children in child protection proceedings, divorce and custody disputes, contested adoptions, and other matters involving the welfare of a child. The GAL is responsible for investigating a child’s family circumstances and making recommendations to the court about the child’s best interests. For a detailed description of a GAL’s duties, please refer to Alaska Child in Need of Aid Rule 11 and Alaska Civil Rule 90.7.

In addition to duties as a GAL, this position is also a part-time coordinator for the Alaska Court-Appointed Special Advocate (CASA) program, a volunteer organization that provides advocacy and support to children involved in child protection proceedings. The coordinator is responsible for administering the CASA program in Juneau; recruiting, supervising, and supporting local volunteers; and facilitating the training and continuing education of volunteers.

Candidates should possess the knowledge, skill, experience, training, and/or education that allow them to:

* conduct thorough, independent, and impartial investigations into children’s circumstances;
* understand and appreciate different cultural and family situations;
* communicate effectively, both orally and in writing;
* develop rapport with children, parents, social workers, tribal representatives, teachers, and other professionals and volunteers involved with children;
* be self-motivated, adaptable, and objective;
* organize time efficiently in order to balance significant simultaneous demands.

The Office of Public Advocacy is committed to hiring a diverse work force. All qualified applicants are encouraged to apply. This position is with the State of Alaska in the Partially-Exempt Service, class range 19. To apply, please submit a cover letter, resume, three references, and writing sample to Margaret McWilliams, margaret.mcwilliams@alaska.gov. Applications may also be mailed to Margaret McWilliams, Office of Public Advocacy, PO Box 110225, Juneau, Alaska 99811-0225.

Applications will be accepted until January 2, 2015. For additional assistance, please call (907) 465-4173.