



Minnesota Guardian ad Litem Program (MN) Full-Time (1.0 FTE) GAL Manager- 4th Judicial District

SALARY	\$32.52 Hourly	LOCATION	4th Judicial District (Minneapolis, MN)
JOB TYPE	Full-Time	JOB NUMBER	09328-01061038
DIVISION	GAL Program Administration	DEPARTMENT	GAL Managers_J50GALM
OPENING DATE	04/03/2024	CLOSING DATE	4/26/2024 4:30 PM Central
FLSA	Exempt		

Position Description



About Us

The Program desires advocates who represent the best interests of abused and neglected children in court. Our Guardians ad Litem are independent from the court and the child welfare system and are appointed by a judge to represent a child's best interests in court proceedings.

Since its inception, the Minnesota Guardian ad Litem (GAL) Program has committed itself to giving abused and neglected children a strong voice in our court system. The Minnesota Guardian ad Litem Program is a state agency providing services throughout the state of Minnesota.

Position Description

GAL Manager – Supporting advocacy through Leadership

We are seeking a full-time (1.0FTE), exempt Guardian ad Litem Manager to provide direct and indirect supervision to Guardian ad Litem staff and volunteers in our 4th Judicial District Juvenile Court Division. The ideal candidate will possess knowledge, familiarity and understanding of the dynamics that impact families within the community such as: socioeconomic disparities, historical trauma, child abuse, domestic abuse, chemical dependency, and developmental disabilities. This position is office based in Minneapolis, MN. Work is performed under the supervision and direction of the GAL Program Administrator.

Introduction:

This is highly responsible managerial work which involves monitoring the operations of many program staff, including management of supervisory staff. The position will oversee district-wide program operations, administration, budgeting, contract management and develop procedures and guidelines to ensure district operations are carried out in accordance with Program standards, policies and requirements established by the State Guardian ad Litem Board, Minnesota Rules of Practice, Rules of Guardian Ad Litem Procedure, Juvenile Protection Rules, the Minnesota Rules of Court, Statutes and

Administrative Orders and Policies, and district and local program requirements. This position exercises considerable independent judgment, initiative, and discretion in carrying out responsibilities of established practices and policies and has organization-wide and external contact representing district Guardian ad Litem activities at meetings, on task force assignments, and through participation in cross-organizational and/or cross-disciplinary work groups.

Primary Responsibilities

Primary Responsibilities: *(additional detail on responsibilities provided upon hire)*

- Provides direct and indirect leadership to GAL Supervisors and their staff through coaching, assistance, and guidance by managing scheduling, appointment, and assignment of cases; performance observation and review; and case file, child contact and court report review. Oversight and participation in servicing, assignment, processing and monitoring of progress, compliance, and results of all on-going cases to which a GAL is assigned. Organizes and leads district and direct staff meetings.
- Ensures timely written or oral recommendations are made in the best interest of children to the court, probation/social worker, placement staff, and other providers. Secures and uses legal services on behalf of a GAL or Program when required.
- Reviews, analyses, and interprets applicable rules and laws. Develops and recommends district goals, improvements, and standards. Prepares, reviews, and maintains statistical and other district information. Tracks and prepares district trend information. Updates and monitors GAL productivity in case management system for the district. May conduct investigations and seek resolution on complaints against Guardians ad Litem.
- Manages and oversees recruitment, screening, interviewing, and selection process for district staff.
- Supports, coordinates, and assists Program in training of district staff to include pre-service, mentorship, local court orientation and continuing education.
- Representing the GAL Program's 4th Judicial District to judicial, social services and other external as well as internal partners.
- Responding to inquiries about the GAL program, roles, and responsibilities, providing presentations to community groups, and serving as a liaison to the community.
- Administration and oversight of district program budget. Reviews and authorizes other program expenditures. Initiates and approves contracts for services.
- Participates in state, district and local committees and task forces to promote and coordinate the GAL program.

*** Exposure to extensive secondary trauma and on-going conflict is anticipated as supervision of work involves clients that may be victims and/or perpetrators of domestic violence, sexual assault, child abuse and child neglect.*

Qualifications

Knowledge, Skills, and Abilities:

- Skill in demonstrating sensitivity, awareness, and value of diversity in economic and cultural backgrounds.

- Skill in working with diverse and/or underrepresented and underserved client populations.
- Considerable knowledge of juvenile judicial process, rules and law, and the standards and policies established by the State Guardian ad Litem Program.
- Considerable knowledge of rules and law as it pertains to the Indian Child Welfare Act.
- Considerable knowledge of the objectives, philosophy, policies, and procedures of a GAL program.
- Considerable knowledge of the issues and dynamics that surround juvenile cases in which a GAL should be appointed.
- Knowledge of modern management and supervisory procedures and techniques.
- Ability to build effective community relations and lead outreach programs.
- Ability to develop, organize, and manage a GAL program and related projects.
- Ability to plan, assign, direct, and evaluate the work of Guardians ad Litem.
- Ability to communicate at all levels both orally and in writing.
- Ability to relate professionally with judges, court administrators, staff, representatives of other agencies, attorneys, children, and the public.
- Ability to evaluate clear and concise reports.
- Ability to become proficient using related computerized software programs and a keyboard.

Minimum Qualifications: (Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is:)

Bachelor's degree in human services, Business Administration, Human Resources or a related field.

Experience in a non-profit, public sector, social services, or legal field.

Must reside near the assigned service area.

Possession of a valid Minnesota driver's license.

***Successful candidate must pass background check upon hire and repeat background checks every three years thereafter.*

Preferred Qualifications: Master's degree and considerable related experience preferred.

Supplemental Information

The Location:

The work is performed primarily in an office setting. Considerations for a hybrid position may be made where the selected candidate can work both remotely and in an office, setting located at the Hennepin County Juvenile Justice Center in Minneapolis, MN. Travel through-out the State of Minnesota may be required.

The Benefits:

- 11 paid holidays plus 2 floating holidays
- State of MN insurance benefits and retirement package
- Flexibility
- Public service

Interested?

This is a 1.0 FTE full-time, exempt position with a starting rate of \$32.52/hr.

The Guardian ad Litem Program is an independent program within the Minnesota Judicial Branch and is governed by the Guardian ad Litem Board.

TO APPLY: Complete the online application at: [Guardian ad Litem Homepage / Guardian Ad Litem \(mn.gov\)](#). Application deadline is Friday **April 26th, 2024**, at 4:30 p.m. Please allow approximately 45 minutes to complete the on-line application process. Posted for internal and external application submission simultaneously.

The Guardian ad Litem Program is an Equal Opportunity Employer committed to the principles of diversity. We actively seek and encourage applications from persons of diverse backgrounds. It is the policy of the Guardian ad Litem Program that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, or age. If you need a reasonable accommodation for a disability to participate in the employee selection process or if you have any additional HR related questions, please contact, GALHR@courts.state.mn.us.

Benefits

The Guardian ad Litem Program offers affordable yet competitive benefits to support you and your family's wellbeing through the State of MN's Employee Group Insurance Program ([SEGIP](#)).

Our wide-ranging benefits package includes the following components:

Medical Insurance

- The employee-paid premium for the [Minnesota Advantage Health Plan](#) is only \$38.50/month for a full-time employee with single coverage, or \$262.66 for family coverage
- Employees can choose from three different carriers: Blue Cross/Blue Shield Minnesota, Health Partners, or Preferred One
- The [rate summaries \(Download PDF reader\) \(Download PDF reader\)](#) and the [schedule of benefits \(Download PDF reader\) \(Download PDF reader\)](#) for the Advantage Health Plan are on the State Employee Group Insurance Program (SEGIP) site
- [Omada](#) helps employees manage weight loss and reduce risk factors for type 2 diabetes, and [Advantage Value for Diabetes](#), a benefit that reduces out-of-pocket costs for diabetes-related medical treatment
- Employees may also choose a [high-deductible consumer driven health plan](#)
- Pharmacy benefits provided by CVS Caremark

Dental Insurance

- The employee-paid premium for this plan is only \$13.50/month for a full-time employee with single coverage, or \$55.40 for family coverage
- Employees can choose from two carriers: [Health Partners](#) or the [State Dental Plan \(Delta\)](#)
- The [rate summaries \(Download PDF reader\) \(Download PDF reader\)](#) and the [schedule of benefits \(Download PDF reader\) \(Download PDF reader\)](#) are on the State Employee Group Insurance Program (SEGIP) site

Vision Insurance

- The employee-paid premium for this plan is only \$5.76/month for a full-time employee with single coverage, or \$16.54 for family coverage
- Additional information on [vision insurance](#) can be found on the State Employee Group Insurance Program (SEGIP) site

Pre-Tax Spending Accounts

- Contributions to pre-tax accounts are taken from your paycheck before taxes are deducted, and since you pay less in taxes, your net income may be increased.
- Use [pre-tax benefits](#) to pay eligible medical and dental expenses as well as eligible dependent day care expenses.

Basic and Supplemental Life Insurance

- Accidental Death & Dismemberment (AD&D)
- Short Term Disability
- Long Term Disability

Paid Sick Leave

- Eligible full-time employees accrue sick leave at four hours per two-week pay period
- Sick leave may be used for purposes such as medical and dental appointments, maternity leave, illness or injury for certain family members

Pension

- The Guardian ad Litem Program contributes to your [Retirement Plan](#)
- Upon retirement, you'll receive a monthly benefit for life, with potential post-retirement increases
- Your monthly benefit will be [calculated](#) based on factors such as length of service, high-five average salary, age at retirement, and survivor benefit selected

Voluntary Deferred Compensation Plan

- Retirement saving plan in addition to your pension plan

Health Care Saving Plan

- Post-employment health care saving plan that can be used to pay for medical expenses

Paid holidays

- 11 paid holidays, including New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day
- 2 additional floating holidays may also be offered if eligible

Paid Vacation leave

Paid Parental Leave

Employee Assistance Program

Additional Benefits

Public Service Loan Forgiveness

- This federal program allows qualified individuals to have their loans forgiven after meeting certain requirements working in public service.
- You can learn more about this program from the [Minnesota Office of Higher Education](#) and the [office of Federal Student Aid](#)

Eligibility for [benefits \(Download PDF reader\)](#) [\(Download PDF reader\)](#) is determined by employment status (i.e. full-time, part-time, intermittent, or temporary) as well as other job details (e.g. bargaining unit, supervisory status, etc.). Please ask Human Resources or the hiring contact about benefits at any time during the application process.

Agency

Minnesota Guardian ad Litem Program (MN)

Address

25 Rev. Dr. Martin Luther King Jr. Blvd

St. Paul, Minnesota, 55155

Website

<https://mn.gov/guardian-ad-litem/>

Full-Time (1.0 FTE) GAL Manager- 4th Judicial District Supplemental Questionnaire

*QUESTION 1

Which of the following best describes your highest level of education completed?

- High School Diploma
- Technical College

- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Other

***QUESTION 2**

What supervisor/management level experience do you have? (select all that apply)

- Budget development and management
- Managing an office, as the highest level manager on site
- Managing/Supervising office procedures and workflow
- Working directly with elected officials
- Managing/Supervising in a union environment

***QUESTION 3**

How would you describe your current thinking about diversity, equity, inclusion, anti-racism (DEIA) and how has your thinking changed over time?

***QUESTION 4**

What skills and qualifications make you a good candidate for this position?

* Required Question