

CASA KANE COUNTY

CASA/ GAL ATTORNEY JOB DESCRIPTION

General Description

The CASA/GAL Attorney is responsible for the management and prosecution of files to which CASA Kane County is appointed as guardian *ad litem* (GAL) in the 16th Judicial Circuit, including but not limited to, the Abuse and Neglect and Juvenile Delinquency Courtrooms. He/she shall also represent the GAL in related administrative matters as appropriate.

The CASA/GAL Attorney works collaboratively with the Senior Staff Attorney, Advocate Supervision Team, and the organization's volunteer GALs.

History – Mission – Direction of the Organization:

In 1977, Seattle Superior Court Judge David Soukup was concerned about trying to make decisions on behalf of abused and neglected children without enough information. He conceived the idea of appointing community volunteers to speak up for the best interests of these children in court. He made a request for volunteers; 50 citizens responded, and that was the start of the CASA movement.

CASA Kane County began in 1988 and is 34 years in existence with 25 staff members, 25 Board of Directors, 40 Children's Ambassador Panel members and 200 active CASA/GAL volunteers. As a guardian *ad litem* organization, we are appointed to 100% of all abuse/neglect and cases in Kane County.

Mission Statement: CASA Kane County is a guardian *ad litem*, nonprofit volunteer organization that advocates for the best interests of children in abuse and neglect cases within the Juvenile Court system.

Essential Duties and Responsibilities

- Case management of CASA Kane County Case Files in abuse and neglect and juvenile delinquency courtrooms.
- Preparation of motions, pleadings and other court documents in support of children we serve and the CASA Kane County mission.
- Ensure compliance with Local Court Rules and Rules of Civil Procedure.
- Responsible for maintaining internal case files.
- Discovery preparation and responses.
- Analysis of files and team collaboration in order to problem solve and, where appropriate, bring matters into Court.
- Manage and ensure timely delivery of CASA Kane County CASA/GAL Reports to Court and all parties of record on the case.
- Assist Advocate Supervisors and volunteers in analyzing and making recommendations to the Court.
- Review Department of Children and Family Services' investigation packets in a timely manner and determine whether hearings will be requested.
- Participate in appeal requests in Department of Children and Family Service (DCFS) administrative hearings as needed and directed by the Senior Staff Attorney.
- Participate in DCFS Clinical Staffings or Administrative Care Reviews as requested by Staff or volunteers.

- Meet with Advocate Supervisors and volunteers before and/or after court to discuss cases and prepare volunteers for court appearances as requested.
- Conduct quarterly case management meetings with Advocate Supervisors on all assigned cases.
- Work directly with Advocate Supervisors and volunteers to achieve objectives and deliver positive outcomes for children in care.
- Attendance at monthly and quarterly courtroom meetings, including the Quarterly Alliance Meeting, PEW, and Juvenile Justice Council Meeting as directed by the Senior Staff Attorney or the Executive Director.
- When needed, develop forms and other legal materials to maximize time and efficiency in the courtroom.
- When appropriate, present to CASA Kane County Staff, volunteers and Board of Directors on the state of courtroom activity and other related matters.
- Assist in training sessions for CASA Kane County team members, board of directors, court personnel, legal colleagues and community partners as needed.
- Assist in education and training CASA/GAL volunteers.
- Attendance at CASA Kane County fundraising and stewardship events.
- Collaborate with CASA Kane County Staff in pursuit of our mission.

Qualifications Required

- J.D. from an ABA Accredited Law School.
- Illinois License to Practice Law in good standing.
- Strong interest in litigation and child welfare law.
- Strong writing and communication skills.
- Solid courtroom presence and ability to work collaboratively with our staff, volunteers and courtroom partners while maintaining focus on CASA Kane County's Mission.
- Ability to think and plan strategically.
- Ability to create a climate where people are motivated to do their best and manage conflict effectively.
- Ability to meet performance standards.
- Ability to compile and analyze complex data for planning and reporting purposes. Ability to work under time constraints, be goal-oriented and maintain productive and effective relationships with staff, volunteers and community supporters.
- Integrity, honesty and ethical conduct.
- Dedication and a passion for CASA's mission.

Preferred

- Passion for Children in the Foster Care System
- 0-2 years' experience in abuse and neglect law or other litigation practice.

Physical Requirements and Work Environment

The CASA/GAL Attorney is expected to have daily transportation to attend offsite meetings, educational programming and conferences, recruitment, retention and fundraising events, etc. Occasional out-of-town overnight travel. He/she will spend some time in the office that could involve intermittent physical activities, including bending, reaching, sitting and walking during working hours.

Financial Overview

Annual Budget for Organization: \$3,600,000.00. Organizations financial resources: foundation and corporate grants, special events, interest income, endowment income and earnings, annual contributions and major gifts.

Benefits

- Starting salary of \$55,000.00-\$65,000.00 depending on experience and qualifications.
- Vacation and Holiday Pay.
- Health Insurance Plan.
- Retirement Plan (403b) 3% match by CASA.
- Hybrid work from home model after 30-day onboarding period.
- Excellent learning opportunity for a new attorney or an attorney less experienced in child welfare law.

Employee Classification Full time.

Equal Employment Opportunity Policy Statement

CASA Kane County provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, CASA Kane County will provide reasonable accommodations for qualified individuals with disabilities.

Inquiries and Correspondence:

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Geneva, IL 60134
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Include:

- Resume.
- Cover Letter.
- Writing Sample.
- 3 References.