

CASA KANE COUNTY

CASA SENIOR STAFF/GAL ATTORNEY JOB DESCRIPTION

General Description

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

Essential Duties and Responsibilities

- Collaborate with CASA Kane County Staff in pursuit of its mission.
- Preparation of motions, pleadings and other court documents in support of children we serve and CASA Kane County mission.
- Pro-active discovery practice including interrogatories, requests for production, requests to admit, subpoena and FOIA requests.
- Review all 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 administrative hearings for open investigations involving current minors in care.
- When appropriate, present to CASA Kane County Staff, Guardian *ad Litem* Volunteers and Board of Directors on state of courtroom activity and other related matters.
- Case management of CASA Kane County Case Files in abuse and neglect and juvenile delinquency courtrooms.
- 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 cases, developing strategies, sharing information, and providing guidance on legal matters including recommendations to the Court.
- 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.
- 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 on legal procedures and provide ongoing support.
- Attendance at CASA Kane County fundraising and stewardship events that may include occasional evenings and weekends.
- Participation in CASA Kane County internal committees.
- 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 experience in litigation, family, juvenile justice and/or child welfare law.
- Strong writing and communication skills with exceptional legal and technical writing ability.
- 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.
- Ability to think and plan strategically and to lead and collaboratively implement change.
- Integrity, honesty and ethical conduct.
- Dedication and a passion for CASA's mission.

Preferred

- 3-5 years' experience in abuse and neglect law or other litigation practice.
- Bi-lingual in English and Spanish is a plus.

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.

Benefits

- Starting salary of \$70,000.00-\$80,000.00 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

Employee Classification Full time; 40 hours/week, Salaried, Exempt

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 accommodation for qualified individuals with disabilities.

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

Inquiries and Correspondence:

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The following must be included in order to be considered:

- Resume
- Cover Letter
- Writing Sample
- 3 References