



<b>Job title</b>	<i>Staff Attorney for Children's Law Center of Indiana (CLCI)</i>
<b>Employment Status</b>	<i>Full-time</i>
<b>FLSA Status</b>	<i>Exempt</i>
<b>Reports to</b>	<i>Chief Legal Counsel/Executive Director of Children's Law Center of Indiana (CLCI)</i>

#### **Job purpose**

The Children's Law Center of Indiana (CLCI) is the original foundation of Kids' Voice of Indiana and is its oldest program. CLCI is responsible for providing education about legal best practices pertaining to family and juvenile law through a variety of avenues including the Indiana CHINS and Family Law Deskbook and Statewide Guardian ad Litem Training. CLCI often serves as a consult in family and juvenile law on legislation, policies, and other internal and external research requests. It is a statewide program, serving all of Indiana's counties through its provision of training, research, litigation, and other activities.

This Staff Attorney position will specifically focus on the Statewide Guardian ad Litem Training, including the development and implementation of training materials for the state. It will also include carrying a small caseload of custody GAL cases in Marion County and around the state of Indiana. There will be other specialized projects on complex areas of law, both as short-term and long-term projects. Additionally, this position will be part of the CLCI team and assist with general CLCI duties as time and needs allow.

This position is eligible for remote work. In person attendance at scheduled team meetings, court cases, and other in-person events is required. Travel is expected to comprise 20% or less of time.

#### **Duties and responsibilities**

- Developing and/or refining Statewide Guardian ad Litem Training Materials under the new GAL Guidelines.
- Implementing Training across the State of Indiana, and providing training to new volunteer advocates as needed.
- Serving as a GAL in custody, parenting time, guardianship, and adoption cases in Marion County and other counties in Indiana.
- Serve as a Parenting Coordinator or a support to the Parenting Coordination Program as needed and requested.
- Respond to internal and external research inquiries on various juvenile and family law issues relating to children's legal issues, with a specific focus on GAL practice.
- Providing policy analysis and recommendations to Kids' Voice and its programs, with a specific focus on GAL practice.
- Writing selected chapters of the Indiana CHINS and Family Law Deskbook.
- Creation and maintenance of case law summaries, legal materials, papers, legislation, and projects pertaining to GAL practice and other areas of juvenile and family law.

- Providing information and consultation as requested on legislation pertaining to GAL practice.
- Speaking at conferences and CLEs on various juvenile and family law matters, including GAL practice.
- Provide advice, counsel, and legal representation to other GAL/CASA organizations around the state, as referred by the State GAL/CASA Office.
- Provide advice, counsel, and legal representation to the Conflict GAL team, handling all aspects of litigation on conflict cases, including substantiation appeals.
- Providing assistance with appeals in family law with respect to GAL practice.
- Other duties as requested or assigned.

### **Qualifications**

The CLCI Staff Attorney must be a member of the bar of Indiana in good standing and remain so. The Attorney must have excellent communication skills, good writing skills, be a proficient public speaker, be highly organized, and able to manage and meet long term projects and their deadlines. The Attorney should demonstrate an in-depth knowledge in several of the following areas of law:

- Guardian ad Litem Practice, specifically in the areas of paternity, dissolution of marriage, guardianship, and adoption
- Custody and Parenting Time (dissolution and paternity)
- Guardianship and Third-Party Custody
- Adoption
- Grandparent Visitation
- Children In Need of Services (CHINS)
- Termination of Parental Rights (TPR)

Other Qualifications:

- Ability to pass both a state and national background check, as well as any applicable Department of Child Services background checks;
- Knowledge and understanding of issues and dynamics within families in crisis, i.e. child abuse and neglect, family violence, conflict, cultural diversity;
- Commitment to Kids Voice of Indiana's goals and mission;
- Knowledge and skill in computer use (Gmail, Odyssey, Optima, Outlook, Teams, etc.)
- Initiative in seeking out creative and sound solutions to any issues affecting a child's best interests.
- Strength of character, honesty, humor, and flexibility is important.

### **Direct Reports**

None

### **Salary and Benefits**

Starting salary is \$70,000 but may be commensurate with experience and qualifications.

Benefits include, but are not limited to, a generous leave policy, excellent family health insurance, a 401(k) plan and the camaraderie of a team of committed advocates for social, racial, and economic justice.

**Interested candidates should send their resume to Katherine Kelsey, Executive Director of the Children's Law Center, at [kkelsey@kidsvoicein.org](mailto:kkelsey@kidsvoicein.org) by February 29, 2024.**

*Kids' Voice of Indiana is committed to diversity, equity and inclusion within our agency and throughout our programs. We prohibit discrimination and harassment of any kind based on race, color, sex, age, religion, sexual orientation, gender identity, gender expression, national origin, disability, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Kids' Voice makes hiring decisions based solely on qualifications, merit, and business needs at the time.*