



<b>Job Title</b>	<i>Guardian ad Litem</i>
<b>Employment Status</b>	<i>Full-time</i>
<b>FLSA Status</b>	<i>Exempt</i>
<b>Location</b>	<i>Indianapolis, IN (Hybrid)</i>
<b>Reports To</b>	<i>GAL Supervisor</i>

### **What You'll Do**

As a Guardian ad Litem (GAL) at Kids' Voice of Indiana, you will be appointed by the court to advocate for the best interests of children in Child in Need of Services (CHINS) cases. In this dual-impact role, you'll serve children directly, building trusting relationships and elevating their strengths and needs, and supervise a team of Court Appointed Special Advocate (CASA) volunteers pursuing the same goals.

In this dynamic, mission-driven role, you will work both independently and collaboratively with attorneys, court personnel, caregivers, DCS, service providers, and others to gather information and make well-informed recommendations that support safe, stable, and nurturing outcomes for children and youth. You'll combine initiative, critical thinking, and organization with emotional intelligence and a deep commitment to equity, inclusion, and ethical advocacy. GALs are adaptable professionals who manage competing priorities with empathy, clarity, and professionalism.

### **Your Key Responsibilities**

- Build strong, trust-based relationships with children on your caseload and maintain regular communication with them, their caregivers, families, and other key adults in their lives
- Supervise a team of CASA volunteers, providing regular support, consultation, and oversight of their advocacy
- Conduct regular in-home visits and gather relevant information to assess child safety, well-being, and progress
- Collaborate closely with Staff Attorneys, Educational Liaisons, and other team members to develop and communicate well-informed best-interest recommendations
- Participate in meetings such as Child and Family Team Meetings, treatment meetings, and mediations
- Attend court hearings and testify as needed to support recommendations on behalf of children
- Communicate regularly with DCS, providers, educational professionals, and other involved parties
- Keep all case documentation, including contact notes, court reports, and Optima records, accurate and up to date in a timely manner
- Connect children and families with available resources, and assist with referrals or information-sharing as appropriate
- Maintain familiarity with emerging research, trauma-informed practices, and child welfare trends to strengthen advocacy
- Participate in internal staffings, regular supervision, and continuing education
- Model professionalism, empathy, and ethical advocacy in all internal and external interactions.
- Perform other duties as assigned.

## What You Bring

- Bachelor's degree, preferably in social work or a related human services field
- Successful completion of state, national, and DCS background checks
- Demonstrated interest or experience in child-centered advocacy, family systems, or related services
- Strong relationship-building and communication skills, both written and verbal
- Ability to organize, prioritize, and manage a caseload independently
- Commitment to inclusive, equitable, and trauma-informed practices
- Sound judgment, ethical integrity, and resilience
- Flexibility to work some evenings, weekends or outside traditional business hours

## What Makes You Stand Out

- Experience in family law, juvenile law, education, or child-serving systems
- Training or certification in trauma-informed care, child development, or special education
- Background in volunteer supervision or peer coaching
- Bilingual proficiency (especially Spanish/English)
- Familiarity with CASA/GAL models and Indiana court system

## Tech Know-How

- Proficiency with Microsoft Outlook and Teams
- Ability to navigate case management systems (e.g., Optima)
- Comfort with remote meetings, documentation, and digital communication tools

## Physical Requirements

This hybrid position operates in both professional office and remote settings and requires regular use of standard office equipment, including computers, phones, and copiers. Physical requirements include frequent speaking, listening, walking, standing, reaching, and the ability to lift and carry materials up to 20 pounds. This position involves travel for court hearings, meetings, and site visits.

## Your Direct Reports

Supervise CASA Volunteers

## Core Competencies

As a Guardian ad Litem, you are a thoughtful, child-focused advocate who brings clarity, compassion, and objectivity to complex family court cases. You are skilled at gathering information, analyzing facts, and navigating multiple systems to elevate the best interests of the child. You build rapport with families, professionals, and community members while maintaining firm boundaries and professionalism. Your resilience, communication skills, and critical thinking allow you to testify with confidence, engage in collaborative decision-making, and supervise volunteer advocates in pursuit of safe, stable outcomes for every child you serve.

## Compensation & Benefits

- Starting Salary: \$52,000/year
- Benefits: A generous leave policy, health insurance, 401(k), ongoing professional development, and a mission-driven, collaborative team culture.

**Please send resumes to Chris Mundy, Deputy Director of GAL/CASA Program, at [cmundy@kidsvoicein.org](mailto:cmundy@kidsvoicein.org) by November 7, 2025.**

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