

**Job Title: Director of Guardian Ad Litem**

**Department:** Guardian Ad Litem  
**Immediate Supervisor:**

**BRIEF DESCRIPTION OF THE JOB:** Represents and protects the best interests of children from whom the juvenile court and DPRS court appoints a Guardian Ad Litem. Negotiates mediates with parties and their attorneys to resolve disputes and reduce the number of contested cases before the courts.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

<p>1) Represents and protects the best interest of children ages ten-seventeen years old for whom the juvenile court appoints a Guardian Ad Litem. Represents child by conducting an investigation to extent necessary to determine best interest if child. Reviews relevant medical, psychological, school, and criminal records. Evaluates mental health of parents and children and provides counseling as needed.</p>	<p>50%</p>	<p>S</p>
<p>2) Protects the best interest of the children for whom the DPRS district court appoints a Guardian Ad Litem by handling investigation, reviewing medical, psychological, criminal, school, and TDPRS records. Participate in all court hearings, dispositions and mediations. Testify in court regarding recommendations concerning child and participates in case staffing with public and private agencies concerning child. Evaluates mental health of parents and children and provides counseling as needed.</p>	<p>40%</p>	<p>S</p>
<p>3) Negotiates with parties and their attorneys to resolve disputes and reduce the number of contested cases before the courts. Participates in all legal proceedings, and assesses the needs of the case prior to medication and actively represents the child’s interest in such matters. Interviews the child and each individual that the Guardian Ad Litem considers likely to have some significant knowledge of child’s history.</p>	<p>10%</p>	<p>S</p>
<p><b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b></p>		

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

  X   Sedentary             Light             Medium             Heavy             Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously      F = Frequently      O = Occasionally      R = Rarely      N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	In court
Sitting	F	In court, office, meetings
Walking	F	Around court house
Lifting	N	
Carrying	N	
Pulling	N	
Pushing	N	
Using Fine Dexterity	N	
Reaching	N	
Kneeling	N	
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Computer work, reading documents, clients
Hearing	C	In court, meetings, clients
Talking	C	In court, meeting with clients
Using Foot Controls	N	

**Machines, Tools, Equipment and Work Aids:**

Computer

**Environmental Factors:**

Exposure to and frequency:

N = Never    D=Daily    S=Seasonal    W=Several Times Per Week    Y= Yearly    M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	M
Physical Danger or Abuse	N	Other (specify)			

<b>PRIMARY WORK LOCATION(S)</b>					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors		Other:	

**Protective Equipment Required:**

**Non-physical Demands:**

Frequency Codes: F = Frequently    O = Occasionally    R = Rarely    C=Continuously    N=Never

Time Pressures	C	Emergency Situations	N
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	R	Noisy/Distracting Environment	N

## **JOB REQUIREMENTS**

### **Formal Education:**

Graduate or professional work or advanced degree

### **Experience:**

Over two years experience as professional

### **Certifications and Other Requirements:**

Master's degree in social or behavioral science, Basic medication, Family medication, CPS medication training  
Valid Texas Driver's License Class C

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

**Signatures - Review and Comment**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this job. This job description is subject to modification as the needs and requirements of the organization change.