

## CASA STAFF ATTORNEY

### GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Reporting to the Senior Staff Attorney, and with the assistance of CASA Volunteers, the **Staff Attorney/Guardian ad Litem** will serve as the court-appointed guardian *ad litem* for children served by the agency in the Jackson County Family Court. As a guardian ad litem, the Staff Attorney will be guided by the best interests of the child, will exercise independent judgment on behalf of the child in all matters, and will diligently advocate a position in the best interest of the child to the Jackson County Family Court.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Working closely with the CASA Case Supervisor and CASA Volunteer, investigate the child's circumstances and obtain his/her feelings and wishes to determine recommendations for appropriate interim and permanent placements, as well as necessary services to assist the child and his/her family.
- Prepare for and fully participate in court proceedings in which Jackson County CASA, the Director of Legal Services, or the Staff Attorney has been appointed as guardian *ad litem* for the child, including examining, and cross-examining witnesses, offering testimonial and other documentary evidence, and filing motions, responses and other pleadings.
- Advocate for timely hearings, timely provision of necessary services, and timely compliance with court orders.
- Participate in family support team and other related meetings and staffings as needed.
- With the assistance from the CASA Volunteer, relate the court process to the child.
- Remain current and well-informed about all aspects of federal and state law, rules, regulations, and policies relating to child welfare and practice as a guardian *ad litem*.
- Develop and maintain a professional working relationship with Children's Division and other community partners.
- Participate in Legal Training as part of CASA Volunteer Training.
- Maintain appropriate case files and other records.
- Comply with all Missouri's Guardian ad Litem Standards, Rules of Professional Conduct, and local court rules.

### OTHER DUTIES:

- Perform miscellaneous job-related duties as assigned.
- Some evening and weekend work may be required.

### QUALIFICATIONS AND ENTRANCE REQUIREMENTS:

- Active member in good standing with the Missouri Bar
- 1+ year experience in human services field; legal experience preferred
- Excellent writing and interpersonal communications skills
- Proven ability to work independently (and semi-remotely through Fall 2022) and as a team player
- Ability to handle sensitive and confidential matters
- Proven commitment to CASA's mission; previous experience with CASA or similar organization preferred
- Strong commitment to the use of best practices in child welfare
- Ability to service clients from diverse backgrounds
- Supports and commits to carry out CASA's statement of Diversity, Equity and Inclusion
- Successful completion of criminal background check and child abuse/neglect background check.

Salary starts at \$60,000 + DOE. Benefits include health, dental, vision, life and long term disability insurance; generous paid time off; a Simple IRA plan with match; an Employee Assistance Program; and more.

Jackson County CASA offers a professional and fast-paced working environment, with a fun and friendly culture. We value connection, respect, collaboration, integrity, and responsibility. We are an equal opportunity, affirmative

---

## **CASA Staff Attorney**

action employer with recruitment efforts focused on ensuring a diverse workforce. We believe that diversity and inclusion among our team is critical to our success in serving Jackson County children and families.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical Demands: Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Mental Demands: While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with staff, administration, funders, and others encountered in the course of work. Must be able to manage differing opinions and the dissension that can accompany those opinions. Practices self-care.

### **APPLICATION INSTRUCTIONS:**

- Submit a cover letter and resume including salary requirements to [hr@jacksoncountycasa-mo.org](mailto:hr@jacksoncountycasa-mo.org). No phone calls please.