

VSL posting:

11<sup>th</sup> Judicial Circuit Guardian ad Litem Program is seeking a Volunteer Support Liaison. This is a highly independent, results-oriented position focused on volunteer support and oversight of volunteer retention and attrition on behalf of the 11<sup>th</sup> Circuit Florida Guardian ad Litem Program. In this position, you may work directly with children through assigned volunteers to achieve the primary mission of the Florida Guardian ad Litem Program: advocating for the best interests of children in the dependency court system. This position reports directly to the Child Advocate Manager II.

Duties and Responsibilities include, but are not limited to, the following:

- Calling Guardian Volunteers about court hearings and case involvement;
- Inputting case related data into the GAL Optima data base;
- Uploading court hearing forms and all documents filed in court into Optima;
- Following up on phone calls, visitation reports and logs and approving them in Optima;
- Tracking the status of referrals made by the Department of Children and Families or other contracted providers;
- Retrieving files for the GAL Supervisor as well as for the GAL Volunteers;
- Assisting GAL Volunteers with monthly reports;
- Scheduling meetings and staffings as necessary;
- Informing the GAL Volunteers of hearings;
- Soliciting information for pink sheets;
- Editing, distribution and submission of written reports;
- Making reminder calls to GAL Volunteers;
- Training volunteers on how to use Optima;
- Determining GAL Volunteer activity.

Discretion must be exercised in dealing with confidential and extremely sensitive issues. All staff are required to complete the Guardian ad Litem 30 hour pre-service training and background screening.

Knowledge, Skills and Abilities required:

High School Diploma or equivalent. Ability to manage caseloads. Ability to maintain proper documentation on case activity. Ability to communicate effectively with people from culturally and economically diverse backgrounds and people involved in emotionally distressing situations. Ability to maintain confidentiality concerning sensitive information. Ability to establish and maintain good working relationships with others. Ability to utilize and effectively operate a personal computer, including using software programs such as Word, Excel, PowerPoint and Outlook. Knowledge of social services available to children and knowledge of the operations of the Florida State Court System and the dependency system a plus. This is a full time, 40 hrs. per week position, pay is \$13.67 per hour.

To apply, please email your resume to [Jackie.echagarrua@gal.fl.gov](mailto:Jackie.echagarrua@gal.fl.gov) by May 24, 2021 5:00PM closing date. A Background check required. The GAL is an EEO/ADA/DFW employer.