



Office of the Child's Representative

1300 Broadway, Ste. 320
Denver, Colorado 80203
Phone: (303) 860-1517
Fax: (303) 860-1735
www.coloradochildrep.org

Chris Henderson
Executive Director

OCR MISSION & VISION

The Office of the Child's Representative (OCR)'s mission is to give children and youth a voice in Colorado legal proceedings through high-quality legal representation that protects and promotes their safety, interests, and rights. Our Vision: Justice, opportunity, and healthy families for all court-involved children and youth.

OCR VALUES

- **Accountability:** Colorado's children, attorneys, families, and communities can count on OCR to ensure that each decision we make and action we take advances our mission in a fair, equitable, inclusive, and transparent manner.
- **Efficiency:** OCR strives to accomplish its mission and conserve resources by streamlining efforts, adhering to deadlines, resolving conflict constructively, and honoring well-defined projects, processes, and roles. We balance our drive to achieve with thoughtful planning and implementation.
- **Empowerment:** OCR cultivates an environment of respect, honesty, and equity. We value the diverse experiences and expertise of the children we serve, our attorneys, and our staff. We invest time to reflect and connect, focus on strengths, value feedback, and recognize success. We stand for justice and support each other in our mission to empower children.

GENERAL SUMMARY

The Office of Child's Representative offers an exciting opportunity for skilled professionals to engage as independently contracted Case Consultants who are assigned by OCR on an as need basis to help court-appointed Guardians *ad litem* (GALs) provide effective legal representation and advocacy on behalf of children in Colorado's Court System. Candidates will possess a strong orientation towards social justice and helping youth in the child welfare and juvenile justice systems. While training and supports are offered, exceptional candidates will be self-motivated and possess strong organizational skills. Candidates will practice at the individual and macro-level of the child welfare system, engaging with clients and their families to offer the best interest legal representation. Contractors will be selected based on experience, skills, qualifications, and geographical location.

PRIMARY DUTIES AND RESPONSIBILITIES

- Conducts work as an independently contracted Case Consultant assigned by OCR to various GALs throughout the state.
- As a member of the GAL legal team, adheres to the GAL's professional obligations under the Colorado Rules of Professional Conduct.
- Assists the GAL with the identification and collection of information to help fully represent the child/ren's best interest.

- Identifies, locates, and interviews individuals relevant to the case in a culturally competent manner and identifies and analyzes relevant records pertaining to the GAL's representation.
- Assists the GAL in identifying and understanding major mental illness, intellectual and developmental disability, substance use issues, individual and transgenerational trauma, and neurological issues resulting from congenital or traumatic brain injury.
- Summarizes and provides experts with legal, medical, psychological, educational, and institutional records, at the direction of the GAL, to highlight relevant information for their review.
- Analyzes all relevant information and consults with the GAL to provide a social science perspective on the child/ren's best interest to assist in presenting a comprehensive and cohesive case.
- Assists the GAL with required independent investigation activities which may include, but are not limited to:
 1. Regular, consistent contact with children and caregivers
 2. Observing visits between children and parents
 3. Attending scheduled meetings including school staffings and participating in those meetings as directed by the GAL
 4. Contacting relatives, kin and involved professionals
 5. Other social work duties as requested by the GAL
- Possible crisis intervention or risk assessment with approval or direction from the GAL.
- Possible statewide and/or overnight travel.

QUALIFICATIONS

- Applicants must meet the following minimum qualifications to be considered for a contract:
 - Preferred candidates have an MSW from an accredited college or university, or have an LSW, LCSW, LMFT, LPC. MSW candidates should plan on obtaining a License in Social Work (LSW) within 1 year of hiring and maintain relevant licensure and complete Continuing Professional Development requirements. Candidates with a LSW, LCSW, LMFT, LPC are expected to maintain relevant licensure and complete Continuing Professional Development requirements.
 - Applicants with a minimum of 2 years' experience assisting GALs (i.e., as employees or contractors) in their legal practice and a Master's Degree in a relevant field will also be considered.
 - To address immediate geographic and language needs, the OCR will also consider the following categories of applicants who have a relevant Master's Degree and a minimum 2 years' experience working with GALs (even if not working or contracting for the GAL) as meeting the minimum qualifications for the April 2022 contracts:
 - Applicants who are fluent in Spanish
 - Applicants who reside and are available to work in Colorado's Western Slope region.

- Candidates should be available to work on average 40-hour per week, but a minimum of 20 hours per week is required.
- Candidates must be willing to work non-traditional work hours.
- Candidates must have a valid driver's license, proof of insurance, and access to a working vehicle.

SKILLS DESIRED

- Ability to apply theories and practices of social work practice.
- Ability to assess implications of physical, mental health, substance use issues, and neurological conditions on development across the lifespan.
- Experience providing direct services to court-involved and/or incarcerated young people.
- Ability to establish effective working relationships with clients, families, witnesses, court and institutional personnel, experts, and colleagues.
- Motivational, strengths-based interviewing skills with the ability to elicit often embarrassing and sensitive details from children, family members, and witnesses.
- Excellent written and communication skills.
- Ability to work in a multidisciplinary legal team.
- Self-directed organizational and time-management skills with the ability to meet sometimes short deadlines and work with various GALs throughout the state.
- Familiarity of the child welfare systems.
- Knowledge of child and adolescent development and trauma.
- Ability to function under institutional pressure in residential facilities, psychiatric hospitals, detention centers and prisons.
- Ability to coordinate complex services involving multiple barriers.
- Ability to understand the complexities of client-attorney confidentiality.
- High level of initiative, enthusiasm, motivation, and professionalism.
- Professional curiosity and interest in furthering professional training and education.
- Proficiency in standard software applications such as Word, Excel, Acrobat, and Power Point; internet access and email required.
- Bilingual proficiency in English/Spanish, English/French desired.

BENEFITS AND COMPENSATION

This is a contract position that pays an hourly rate of \$44/hour. In addition, contractors will be reimbursed for mileage at the current OCR rate. Contractors are expected to submit timely and accurate billing to the Office of the Child's Representative. No benefits are offered.

HOW TO APPLY

Complete the online application form at

<https://fs30.formsite.com/COCR/ContractCC/index.html> **no later than 11:59pm on May 1st,**

2022 (Mountain Daylight Time). You must advance to the last page of the online form and

"Submit" it before the deadline. You will receive a confirmation and copy of your application at the email address you provide on the form. This electronic application form will prompt you

to upload both a **resume and cover letter as a single PDF document** so it will be linked to your application. The form will also prompt you to answer a few brief open-ended questions.

Applications will not be considered that are late or contain documents that are illegible, incomplete, emailed or mailed outside of this electronic form, or uploaded in a file format OCR cannot open or read. Be sure your application materials specifically address your experience and qualifications for the position described on this document. Successful applicants will be contacted to schedule a virtual interview.

The Office of the Child's Representative is committed to providing an environment free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. The OCR is an equal opportunity/affirmative action employer fully committed to achieving a diverse work force. **The OCR invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of GAL practice.**