

## What is a Mentor & What is a Job Shadow Person? What do I do first?

You have been assigned both a Mentor and a Job Shadow Person; they will serve as two resources for needed information. Your first step is to make contact with your Mentor and Job Shadow Person which is required no later than July 31. Then you will meet with your Mentor. You may meet with others being mentored or also with your Job Shadow Person at the same time, if that is requested. General information will be provided by your Mentor and your Mentor will be able to answer questions. Stay in contact with your Mentor during your job shadowing; any questions you may have or topics you would like to address with your Mentor should be documented in your journal. When you job shadow you should observe, first hand, items your Mentor has explained. You are required to provide the Guardian ad Litem Coordinator with a status update on your progress by August 31.

**JOB SHADOW PERSON:** The next step is to meet with your Job Shadow Person. This will allow you to follow an established GAL with their cases; be prepared to take advantage of all opportunities they offer you. You will learn how they put their files and cases together, schedule appointments, handle appointments and interviews, send out mailings, and procure background information. This is your opportunity to ask lots of questions about what they are doing and why. Go with them through the court house and see where the various departments and offices are located. Learn about the Commissioner Services Department and the Clerk's office and where to file paper work, pick up checks, and how to use the TV monitors. See how your Job Shadow Person sets up their billing and business practices. Follow your Job Shadow Person to court, determine the types of hearings, the main issues, and the outcomes. This information and all other information learned shall be recorded in your journal. If your Job Shadow Person is involved in a trial, attend the trial with them. They will explain the events taking place during the trial; particularly for non lawyers. Your time with your Job Shadow Person is limited to the first three to six months you are provisionally appointed to serve on the registry.

**DECLARATION OF JOB SHADOWING COMPLETION:** Upon completion of your job shadowing, you are required to submit a Declaration of Job Shadowing Completion to the Guardian ad Litem Coordinator. Your Mentor and Job Shadow Person will need to sign the declaration prior to you submitting it; the deadline for submitting the declaration is no later than December 31. The Guardian ad Litem Committee will review your declaration to determine if you are ready to receive your first case.

**MENTOR:** Upon completion of your Job Shadow experience and once you are appointed on your first case, you will work with your Mentor. This is the person to contact with all your questions as you work through your first case. Take your case(s) to your Mentor after receiving the LINX e-mail notification of your

appointment. The Mentor can help prepare you for your hearings, potentially go with you to hearings, and give you feed back. Check back with your Mentor at regular intervals with completed tasks and discuss how to proceed. Look to your Mentor for assistance with the process. Don't be afraid to discuss all of your ideas and concerns. The Mentor is a resource for community services, contacting CPS, references, talking to therapists, contacting schools, and procuring necessary background information. Your time with your Mentor is also limited, and should last until your second year on the registry. After your mentoring and job shadowing experience, you need to refer issues to the Lawyers' Panel.

**JOURNAL:** Document the points discussed with your Job Shadow Person and questions for next contacts and all information you received from your initial meeting with your Mentor. Also, document the following information from the hearings you attend:

1. **TYPE:** Visitation, contempt, child support, show cause, status etc.
2. **ISSUES:** Main points of both sides including whether it is a dissolution, a parenting plan modification, non-parental custody, or (in rare cases) a relocation case.
3. **GAL PRESENTED:** What did the GAL report and recommend? Could you understand the reasoning for the GAL's position?
4. **OUTCOME:** What was the ruling?