

Citizen Review Board (CRB) Member Position Description and Agreement

Location: Currently virtual and potential for in-person at 111 E. 11th St. Lawrence, KS

Desired outcomes: CRB members engage court involved families, children, and service providers in productive conversations about progress and barriers encountered in meeting goals and court orders. CRB members make recommendations to the Court, which are utilized by the presiding CINC judge in an authorized disposition.

Time Commitment:

Scheduled - meetings with other CRB volunteers and families

- approximately 4 hours a month
 - may occur 1 Wednesday afternoon per month or volunteer may work with CRB staff to find an alternative schedule (e.g. 1 hour on more than 1 Wednesday PM a month).

Non-scheduled – preparatory time based on volunteer role in the reviews

- more time may be required at the beginning of service commitment as the volunteer becomes more familiar with documents and terminology.
- Continuing education credits of 12 hours required each year to renew certification.

Qualifications/Skills:

- Douglas County resident over age 18
- Must successfully complete required application, provide three non-relative references, criminal and background checks, training, and be approved by CRB staff. Employs active listening skills; remain empathetic and non-judgmental.
- Plans organized written plan for meetings to and provide CRB staff and co-members, when assigned as Leader by CRB staff
- Ability to facilitate a small group discussion within a time limit while clarifying information from last Court order and report(s) when assigned leadership role on case.
- When assigned the back-up or co-leadership role by CRB staff, checks in with Leader to support Lead volunteer in writing skillful questions, uses best judgement to prompt/assist Leader on follow-up/probe, and assists with time management during the review.

Length of Appointment: 2 year appointment, volunteer must complete 12 hours per year of continuing education credit (CEC)- initial training may count if complete during 1st year of service.

Training and Support Provided: CRB staff provides:

- Orientation to CRB, Court and child welfare;
- Training materials;
- Planned continuing education;
- Ad hoc training as requested and/or deemed appropriate by CRB staff;
- supervision – oral and written feedback on leader plan and facilitation.

Responsibilities:

- Attend assigned CRB board as cases are assigned and inform CRB staff in advance of any planned absences or as soon as possible in unplanned absences;
- Access information in the court's case file as coordinated by CRB staff and set up appropriate environment to ensure confidentiality of reading materials;
- Review cases as assigned by the presiding juvenile judge and participate in a role assigned by the CRB staff;
- Receive verbal information from all parties with pertinent information about the cases;
- Deliberate with other volunteers to determine the progress which has been made to complete court orders;
- Suggest alternative goals for the cases if progress is insufficient and recommend to the presiding judge appropriate further action.
- Complete required 12 hours of annual continuing education
- Report to CRB staff any possible concern regarding appearance of impropriety (explained in Agreement to Report) for conflict of interest regarding the role of CRB volunteer in a specific case.

Benefits to the Volunteer:

- Learn about child welfare, community strengths and issues.
- Learn about court processes in our local jurisdiction and possibly the appeals process.
- Participate with a team of concerned community members.
- Leadership opportunities.

Challenges/Possible Frustrations:

- May take time to build working memory system information and to process changes which happen over time due to federal & state laws as well as agency policies.
- May take time to build working relationships with other volunteers.

Reports to & Agency Contact:

Heather Krase-Minnick, Director hkrase@douglascountyks.org 785.832.5215

Heather's supervisor: Linda Koester-Vogelsang, Court Administrator; lkv@douglascountyks.org
785.832.5265

Linda's supervisor: Chief Judge James R. McCabria division4@douglascountyks.org 785.832.5124

I, _____, have been provided the CRB Position Description and Agreement, and by signing this document, agree that I understand and agree to participate in CRB to the best of my ability. I understand that I may be required to complete additional background checks and statements regarding confidentiality, appearance of impropriety and conflict of interest in the future at intervals designated by the Supreme Court of Kansas Standards.