

Citizen Review Board (CRB) Volunteer Position Description

Citizen Review Board (CRB) volunteers meet with families, children, attorneys, and service providers who are involved in child welfare cases. They talk about what is going well and what challenges families are facing in following court orders and meeting the families' goals. CRB members make recommendations to the Court, which can be used by the presiding judge to make orders in the case. CRB requires a separate application process, extensive training, and several background checks. CRB is a two-year commitment. After training and approval, volunteers meet as a board four hours every month.

Benefits

- Make a meaningful impact on children and families in our community.
- Gain insight into child welfare and court systems.
- Build leadership and facilitation skills.
- Collaborate with a team of committed volunteers.

Responsibilities

- Attend scheduled CRB reviews and notify staff of any absences.
- Review case files and maintain confidentiality, preparing according to your assigned role.
- Listen to input from families, service providers, and other stakeholders.
- Collaborate with fellow volunteers to assess progress and recommend next steps.
- Complete 12 hours of continuing education annually.

Time Commitment

- Pre-service interview, application, background checks and training ~ self-paced approx. 20 hours.
- Meetings: Approximately 3 hours/month.
- Preparation: Additional time required, likely to become faster with experience.

Qualifications

- Strong listening and communication skills.
- Ability to remain empathetic and non-judgmental.
- Comfortable leading or co-leading small group discussions.
- Organized and able to manage time effectively.

Training & Support

- Orientation to CRB, court processes, and child welfare through curriculum created by the Office of Judicial Administration (OJA).
- Ongoing training and continuing education.
- Guidance and feedback from CRB staff and experienced CRB members.

Location

Virtual. Future hybrid with in-person at 111 E. 11th St., Lawrence, KS

Term

Two-year appointment (with flexibility of non-consecutive service).

CRB Volunteer Reports to: Director - Heather Krase-Minnick crb@douglascountyks.org

CRB Director reports to:

- Honorable Judge Paul R. Klepper juveniledivision@dgcoks.gov
- Linda Koester-Vogelsang, Court Administrator; lkv@dgcoks.gov
- Hon. Judge Mark Simpson, Chief Judge, dc-division5@dgcoks.gov

Agreement

I, _____, have been provided with the CRB Position Description and Agreement, and by signing this document, agree that I understand and agree to participate in CRB training and future membership 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 for Citizen Review Board (CRB) programs.

Signature:

Date: