

CRB (Citizen Review Board) Coordinator

Job Summary / Overview

The CRB (Citizen Review Board) Coordinator is a part-time position with the primary duty of overseeing the CASA of Shawnee County's Citizen Review Board (CRB) by providing supervision, support, and training to program volunteers. The position actively networks with court services personnel and others engaged in the work of Kansas' Third Judicial Court District. The Coordinator schedules Board reviews for children, keeps engaged stakeholders informed, distributes legally required notifications ahead of upcoming hearings, provides timely documentation of Board findings, undertakes all of the necessary activities to ensure CASA's CRB program functions according to OJA standards, and completes other duties as required.

In this role, the CRB Coordinator keeps documentation and data on all of the cases that the boards are presented with; assists in the recruitment, screening, and training of volunteers; attends court hearings, trials, and staffing as needed; assists in implementing in-service training and volunteer recognition activities; maintains a professional image of CASA at all times; keeps up with current information pertaining to the child welfare system and supports the CASA organization in other activities in the community per the direction of the Executive Director.

The position is 20 hours to be worked between 9:00 AM to 5:00 PM, Monday through Friday, with Thursday afternoon being mandatory. The position will be co-located, with the bulk of the Coordinator's activities being undertaken at the Shawnee County Courthouse.

Preferred Education and Experience

- Understanding of general court process
- Social work degree or similar and/or work experience in the child welfare field preferred
- Ability to communicate in writing concisely and clearly
- Organized and can take initiative
- Basic understanding of Microsoft Office Suite programs
- Familiarity with data entry and use of databases
- Ability to pass a background check

Supervisory experience preferred, but not required

Please apply with your resume and a cover letter highlighting your suitability for the position.

CASA of Shawnee County is an EEO/AA employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability and sexual orientation.

Job Type: Part-time

Pay: From \$15.00 per hour

Benefits:

- Flexible schedule
- Paid time off

Schedule:

- Day shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Social Work: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location:

- Multiple locations

Hours per week:

- 20-29

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Autonomous/Independent -- enjoys working with little direction