



JOB POSTING FOR SUPERVISING INVESTIGATOR

Children's Legal Services of San Diego, Inc. (CLSSD) is a nonprofit public benefit corporation, which advocates for children and youth who are the subject of abuse and neglect proceedings in the San Diego County juvenile dependency court system. CLSSD is dedicated to high quality, comprehensive legal representation. Our firms are court-appointed to represent both minors and non-minor dependents in Juvenile Dependency Courts in San Diego County. At CLS, diversity, in the fullest sense of the word, which includes not only race and ethnicity, but also gender, sexual orientation, age, lifestyle, and abilities, is valued.

CLSSD, located in the Kearny Mesa area of San Diego, is currently seeking a Full-Time Supervising Investigator. The Supervising Investigator's primary responsibility is to provide support to case-carrying Investigators in executing their duties in a manner that best represents the Firm's minor clients. As a member of management, the Supervising Investigator will primarily work in the office to be accessible to staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Staff Management (40%)

- Manage the day-to-day activities and the continued development of Firm's Investigators.
- Oversee Firm's investigative caseload and support Investigators to ensure investigations are completed in a timely manner, and in managing their cases, including observation of client visits, debriefing, and strategizing.
- Provide case review of ARs on a regular basis and provide feedback and guidance on quality and content.
- Ensure investigators are timely conducting visits and interviews of clients, conducting home evaluations to review appropriateness of placements and services, and writing comprehensive reports.
- Maintain tracking sheets for out of county and out of state clients to ensure compliance with client communication policy, of Critical Incidents and Open Case Investigations for the firm.
- Provide regular 1:1s to support investigators, prioritizing collaboration between attorneys and investigators, the professional development of each team member, and by supporting staff experiencing vicarious trauma.
- Lead firm's investigator team through facilitation of regular team meetings.
- Manage Investigator performance, including writing and delivering performance evaluations and disciplinary action of investigators, if needed.
- Work with Managing Attorney to ensure investigations are completed, that clients are re-visited according to the Firm's policy, and to address issues related to specific cases.
- Respond, as necessary and appropriate, to formal and informal concerns, complaints, and comments from relevant individuals concerning investigator performance.
- Participate in investigator interviews for staff and promotion positions.

Case Management (35%)

- Provide client interview support in or out of court, including interviewing the clients regarding safety as well as establishing safety plans when cases are scheduled to close.

- Provide oversight for firm of Critical Incident Reports, Open Case Investigations, and Change of Placement moves. Assess what action should be taken on such cases and assign to staff or conduct immediate investigation when necessary.
- Consult daily with attorneys and investigators on current cases.
- Discuss current cases with appropriate social workers, collaterals, and other professionals.
- Testify in court as needed.
- Travel out of county and out of state for client contact.
- May assume the role of Investigator in some cases (on a limited basis)

Administration (25%)

- Report to the Managing Attorney weekly to discuss concerns and issues related to the Firm's operations and case related issues.
- Serve on Management Team, including attending meetings, and provide investigator perspective in strategic decision making, including program development and growth. Relay information to direct reports.
- Evaluate and provide feedback on administrative, operational and programmatic needs affecting the organization.
- Evaluate and recommend best practices for collaboration between lawyers and investigators within a multidisciplinary practice.
- Provide analysis of investigator data and duties and suggestions for improvement in the services to clients.
- Prepare for and conduct regular quarterly trainings and meetings for Investigators and participate with onboarding of new employees
- Attend job-related trainings and conferences.
- Review, approve, and manage timecards, overtime requests, time-off requests, out of county travel requests, other expense reimbursement forms, and monthly Title IV-E Activity Logs.
- Review direct report's JCATS time entries.
- Represent CLS at community meetings, if requested by Managing Attorney or Executive Director.
- Other duties as required.

REQUIREMENTS

- Ability to communicate, or desire for continuing education, in a trauma-informed and culturally appropriate manner with persons of diverse backgrounds, including race, ethnicity, SOGIE, socioeconomic status, culture, etc.
- Must possess the highest standards of ethical and professional conduct.
- Must have a reliable automobile and the ability to travel within San Diego County as well as out of state multiple days per week.
- A valid California driver's license.
- Current auto insurance, as required by California law.

QUALIFICATIONS

- Must demonstrate the ability to follow policies and procedures as established in the Children's Legal Services of San Diego Employee Handbook.
- Contribute to a positive work environment by behaving and communicating in a manner such that they get along with all constituent groups, co-workers, and management.
- Must have excellent interpersonal skills with the ability to be professional, patient, and understanding when interacting with clients, colleagues, and supervisors of all personality types.

- Excellent written and oral communication skills, and the ability to articulate information clearly.
- Must be self-directed, motivated, and able to work in a team environment.
- Ability to work collaboratively and excellent interpersonal skills.
- Motivator with proven leadership skills

EDUCATION

- Master's or Bachelor's degree in social work or related field
- Dependency Law and Practice Education and Training preferred
- Training in Risk Assessment

WORK EXPERIENCE

- 2-5 years' experience working directly with children and families, depending on level of education completed
- Experience in managing and mentoring others is preferred
- Investigatory experience in the field of social work and / or juvenile dependency cases required
- Experience in the practice of juvenile dependency preferred
- Experience working with the community and/or community partners in areas such as mental health, DV, CSEC is highly desirable

Salary range: \$67,000 - \$80,000 commensurate with experience. Full benefits package including health, dental and vision insurance, flex spending, life insurance, disability, and retirement.

**TO APPLY, PLEASE SUBMIT COVER LETTER AND RESUME VIA EMAIL TO
JOELLEL@CLSSANDIEGO.ORG.**

Children's Legal Services of San Diego, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, or gender identity, or any other characteristic protected by law.