



JOB ANNOUNCEMENT FOR BILINGUAL INVESTIGATOR

Full-Time

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 that advocates for children and their voices to be heard in court room. 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 seeking a **Full-Time, Bilingual (Spanish Speaking) Legal Investigator** position.

The Bilingual Investigator will carry a caseload and have duties that include, and are not limited to:

- Visit and interact with clients, caregivers and others in order to prepare and assist the attorney. Provide the Attorney with information about particular problems or complex issues.
- Interview caretakers and children in an age and culturally appropriate manner in order to observe and document the children's current living situation. Note that due to client schedules, visits may fall outside of typical business hours and due to client's placement locations, visits may fall outside of San Diego County.
- When needed, assist Attorneys with client interviews, including at court upon request.
- During client contact, the Investigator may note any services that have not been implemented, that may need to be implemented, or any other issues for attorney review.
- Evaluate and recommend the need for further or different services that the attorney will assess and communicate to the court. Identify services in the community and make referrals when needed.
- Communicate regularly with the Attorneys, Lead Investigator and Managing Attorney regarding status of caseloads and assignments.
- Attend, participate, and assist with training sessions.
- With general direction from the Attorney attend Individual Education Plan (IEP) meetings, CWS and placement meetings, CFTs, and Regional Center conferences.
- Manage and maintain caseload. Schedule appointments for client visits, in person or virtually, and collateral agency meetings.
- Respond to inquiries from outside parties, such as caregiver, PSN, FFA worker, etc., regarding necessary services or other outstanding issues.
- Prepare and submit timely written reports of observations and recommendations to the case-carrying attorney.
- Assist Firm with interpretation and translation as needed.



- Update JCATs with new information including any updated placement information.
- Contribute to a culture of race equity and inclusion, and ensure cultural, sexual orientation and gender identity and expression (SOGIE,) religious and racial awareness and sensitivity.
- Be professional, patient, and understanding when interacting with clients, caregivers, colleagues and supervisors. Use age and language appropriate communications and treat clients from diverse backgrounds with respect and cultural humility.

Minimum Qualifications:

BA degree in Social Work or a related field and 1-year direct experience working with children in a related field, and/or 5 years direct experience working with children in a related field. **Ability to speak and write in Spanish fluently is required.**

Must possess a valid driver's license and maintain a clean driving record, reliable automobile, automobile insurance as required by California law, and an operable mobile phone are required at all times while working for Children's Legal Services.

Must be willing and able to travel within San Diego County, out of county and out of state. On occasion, must be willing and able to work outside of typical business hours, including evenings and weekends.

Ability to communicate, and 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.

Have a team player attitude and possess a pleasant demeanor in the office and know how to communicate effectively with colleagues and supervisors.

Salary Range: Hourly rate ranging from \$26.00 to \$35.31, based on the established step chart. CLSSD provides generous benefits, including full health, dental, vision benefits, life insurance and retirement plan.

**PLEASE SUBMIT COVER LETTER AND RESUME VIA EMAIL TO
CAROL.LEON@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.