



## **JOB ADVERTISEMENT FOR BILINGUAL 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 protect and defend the rights of children and youth in the child welfare system through high quality and compassionate legal representation. CLSSD is a non-profit, interdisciplinary organization that consists of four law firms, which are court-appointed to represent both minors and non-minor dependents in Juvenile Dependency Court within and out San Diego County.

CLSSD, located in the Kearny Mesa area of San Diego, is currently seeking a **Temporary (3-4 months)** Bilingual Investigator. The Bilingual Investigator will ensure the smooth and efficient running of the day-to-day operations of the firm by performing the following tasks:

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

- Visit with clients, caregivers and others in order to assist the attorney. Provide the attorney with information about particular problems or complex issues
- Interview caretakers and children 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. Note that due to client's placement locations, visits may fall outside of San Diego County. (\*CLSSD is currently not conducting out of county travel due to COVID-19, however, this may change during employment.)
- 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 communicate to the court
- Identify services in the community and make referrals when needed
- Communicate regularly with the attorneys and Investigator Supervisor regarding status of caseloads and assignments
- Attend, participate, and assist with training sessions
- Attend staff meetings
- With general direction from the attorney or Investigator Supervisor, attend Individual Education Plan (IEP) meetings, CWS and placement meetings, CFTs, and Regional Center conferences
- Manage and maintain caseload. Schedule appointments for client visits and collateral agency meetings
- Maintain current and accurate mileage and time logs
- Frequently exercise discretion and independent judgment at meetings, conferences and hearings attended as the sole representative of CLS

# Children's Legal Services of San Diego



- Generally work under limited day-to-day supervision of Investigator Supervisor and attorneys
- Prepare and submit timely written reports of observations and recommendations to the case-carrying attorney
- Update JCATs with new information including any updated placement information
- Immediately respond to any inquiries regarding case status from the Investigator Supervisor
- Seek assistance from supervisors when prudent or required
- Be flexible and willing to assist other Investigators as requested by supervisors
- Be professional, patient, and understanding when interacting with clients, caregivers, colleagues and supervisors
- Assist attorneys with translations to non-English speaking clients and caretakers or to translate documents
- Possess a pleasant demeanor in the office and know how to communicate effectively with colleagues and supervisors
- Have a team player attitude and willingness to help out

## 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.

A valid California driver's license, 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 and out of state (\*CLSSD is currently not conducting out of state travel due to COVID-19, however, this may change during employment.)

Salary Range: \$16-\$23 / hour.

Temporary Position: This opportunity is for temporary employment commencing in September. The position will be 3-4 months. CLSSD does not offer health benefits for temporary employees.

**PLEASE SUBMIT COVER LETTER AND RESUME VIA EMAIL TO  
[JOELLEL@CLSSANDIEGO.ORG](mailto:JOELLEL@CLSSANDIEGO.ORG) BY JULY 31.**



*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.*