



OREGON JUDICIAL DEPARTMENT CITIZEN REVIEW BOARD

Volunteer Board Member Position Description

Purpose of Position:

Citizen Review Board members are volunteers who are appointed to serve on a review board in the county where they live or work. They are responsible for reviewing the cases of children and/or youth who are in foster care. Cases of dependent children in the custody of the Department of Human Services are reviewed every six months to ensure that the case plan provides for appropriate services and treatment to address the child's safety, health and well-being, and provides permanency in the shortest time possible. Cases of youth offenders in the custody of Oregon Youth Authority (OYA) are reviewed as jointly determined by the board and OYA staff to ensure that the public safety is protected, youth offenders are held accountable, and youth are provided the opportunity for reformation.

Appointment Requirements:

Prior to serving on a Citizen Review Board, prospective volunteers must:

- Complete an application
- Observe a Citizen Review Board
- Complete the Orientation Training
- Swear or affirm to a judge, that you will keep the information reviewed confidential

Additionally, new Citizen Review Board members are expected to observe a Juvenile Court proceeding within two months of appointment.

Position Duties and Responsibilities:

Citizen Review Board members are responsible for conducting case reviews of dependent children and delinquent youth. Major duties are to:

- Attend all scheduled board days prepared to discuss each case
- Interview parties with an interest in the case to obtain necessary information
- Make state and federally required legal findings in each case
- Develop recommendations to address identified concerns
- Consider responses from the court, DHS, OYA, and take appropriate action
- Participate in scheduled meetings with the court, DHS, OYA, and other stakeholders
- Maintain a respectful, nonjudgmental demeanor in reviews, including sensitivity to the child and family's culture, ethnic identity, religion, gender, and socioeconomic status
- Complete and report a minimum of eight hours of relevant additional approved training annually, including one hour of training related to cultural responsiveness
- Adhere to the CRB volunteer board member policy
- Represent the Citizen Review Board and the Oregon Judicial Department in a professional manner