



Children's Law Center

Citizen Review Panel Coordinator (Program Coordinator II)

Children's Law Center, USC Law School, Band 06, Part-time (22.5 hours per week), \$26,539 or commensurate with experience. State benefits included.

Job Duties: Provides administrative and research support for the South Carolina Citizen Review Panel. Assists each panel in the development of objectives and work plans. Provides panel members with information on requested topics and current issues in child welfare. Provides support for various CRP meetings and events. Assists with recruitment and orientation of new Panel members and with preparation of annual reports and recommendations.

Minimum qualifications include a master's degree and four years of related program experience, or a bachelor's degree and six years of related experience. Must be familiar with state and federal laws and DSS procedures related to investigation and intervention in child protection cases. Must have excellent skills in research, policy analysis, and oral and written communication.

Preferred qualifications include direct experience in child protective services. Prefer degree to be related to social work, human services, or behavioral sciences.

To apply, submit an online application as required by USC. You may access USC Jobs Online Employment site at <http://uscjobs.sc.edu/postings/82213>.

In addition to completing the online application, attach a cover letter summarizing your qualifications and describing your interest in this position. A resume and list of references may be attached.

Full-time Option: If full-time employment is desired, see posting which combines the duties of the Citizen Review Panel Coordinator and the Child Welfare Trainer.

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