

**LA PLATA COUNTY  
POSITION DESCRIPTION  
VOLUNTEER – CITIZENS REVIEW PANEL FOR CHILD WELFARE GRIEVANCES**

**Strategic Plan Alignment:** Organizational Excellence and Thriving Families and Healthy Community

**Purpose:** To hear grievances concerning the conduct of La Plata County Human Services Department personnel in the performance of their duties with regard to child welfare cases.

**Duties:**

- a. Review grievances that have been referred to the panel by the La Plata County Human Services Department within thirty days after the receipt of the referral;
- b. Provide written notification to the complainant and the La Plata County Human Services Director of the panel's recommendation concerning the grievance and the basis for the recommendation;
- c. Close the grievance and issue a written final decision by the La Plata County Human Service Director to the complainant if the Human Services Department agrees with the recommendation of the panel;
- d. Refer grievance to the Board of County Commissioners for review if the Human Services Department or the complainant disagrees with the recommendation of the panel.

*Full Resolution creating the Citizen's Review Panel for Child Welfare Grievances can be found in the La Plata County Code: Chapter 2, Article III, Division 5, Sec. 2-191 through 196*

**Qualifications:**

1. Members must be residents of La Plata County;
2. Members must have demonstrable personal or professional knowledge of children.

**Personal Commitments:**

1. To attend all meetings of the Citizen's Review Panel for Child Welfare Grievances unless previously excused by the Chair;
2. To follow the direction and formal guidance of the Board of County Commissioners;
3. To be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings;
4. To fully participate in meetings of the Citizen's Review Panel for Child Welfare Grievances;
5. To avoid any conflicts of interest or circumstances which would create a perception of impropriety;
6. To observe local, state and federal laws, particularly open meetings and open records laws;
7. To cooperatively work with and respect the opinions of other Citizen's Review Panel for Child Welfare Grievances members;
8. To treat all constituents and staff members with honor, dignity and respect;
9. To avoid the acceptance of any gifts or favors related to one's service in this position;
10. To honor and comply with the La Plata County Code of Ethics Policy (attached);
11. To attend at least one Boards and Commissions volunteer orientation during the duration of my appointment.

I understand and agree to abide by these personal commitments and understand that I serve at the pleasure of the La Plata County Board of County Commissioners.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_