



## CPI FAMILY SUPPORT WORKER

**JOB CODE: 68040**

**PAY GRADE: 10**

**PAY RANGE: \$37,733 - \$60,374**

### GENERAL DESCRIPTION

Under the direction of a Child Protection Investigator Supervisor or designee, works in conjunction with CPID staff to provide basic social assistance to individuals and/or families identified as being in need. Work is reviewed through observation and results obtained. **May be required to work day or evening shift to include weekends, holidays, and on-call situations.**

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists investigators with coordinating and transporting children, under protective investigation, to and from shelters, doctor appointments, school and court, in addition to any other locations involving the best interests of the child; transports children by PCSO vehicle using restraint devices as required by law;
- Fills prescriptions and administers medication to include lice treatment and removal, when applicable;
- Schedules and supervises parental/sibling visits with children during the course of the investigation;
- Identifies and promptly reports to his/her supervisor, situations and circumstances, based on their interaction within the community, that appear to pose an unsafe condition or risk to a child;
- Assists investigators with supervising children removed from the home while awaiting shelter placements to include basic childcare activities;
- Assists investigators with the completion of home walkthroughs for potential placements
- Conducts demographic interviews with families to collect basic household information to be used to assist families in procuring the proper essential services and benefits;
- Provides families with the necessary information to help obtain referrals to community resources for social, medical, education, employment and training, day care services, and housing;
- Maintains an active log of all children assigned to them, including removal documents;
- Maintains supplies for children taken into protective custody;
- Acts as a liaison with community agencies and service organizations to coordinate donations;
- Documents all activities by completing detailed progress notes regarding their interaction with client families and children;

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- Fingerprints and photographs children and adults involved in CPID cases;
- Responds to verbal, telephone, and electronic inquires and requests, in a prompt and professional manner, from CPID staff;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration, Criminal Justice or related field
- Or equivalent combination of education and experience
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and application of basic child care practices
- Knowledge and application of community resources
- Ability to assist clients in accessing community resource services
- Ability to plan, organize, and coordinate work activities with minimal supervision
- Ability to interact appropriately and professionally with families, community resources, service providers, law enforcement, and other child protection related professionals
- Ability to establish and maintain working relationships with others
- Ability to demonstrate basic computer skills in using Microsoft Office products
- Time management skills
- Inter-personal skills
- Verbal and written communication skills
- Accurate typing skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 3 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Drive up to 5 hours per day
- Occasionally lift up to 40 lbs. and small children when necessary
- Continuously bend, squat, kneel, and twist
- Frequently reach