

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CPI PROGRAM MANAGER

JOB CODE: 28100

PAY GRADE: 28

PAY RANGE: \$84,023 - \$134,437

GENERAL DESCRIPTION

Under the direction of the Child Protection Investigation Division (CPID) Captain, the primary focus of this position is to liaison with other organizations to include; Department of Children and Families (DCF), School Board, State Attorney's Office, and other child welfare providers in order to provide guidance and direction to CPID staff regarding statutes, policies, and working agreements. This position will represent the Pinellas County Sheriff's Office at meetings and staffings with the overall focus on collaborating to ensure the safety and welfare of the children and families served.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Interprets procedures, statutes, policies, and working agreements and resolves problem cases with staff;
- Negotiates and participates in problem solving with other agencies;
- Reviews policies, operating procedures, and working agreements;
- Communicates with the Captain and Lieutenant on issues of concern to the Division;
- Monitors ever-changing child welfare procedures and best practices with an extensive understanding of the Child Welfare System in order to facilitate case staffing calls and/or meetings;
- Serves as the liaison between CPID and DCF involving high profile cases, notifications on special handling cases and provides points of contact for other areas in DCF such as SNAP Benefits, Medicaid, and other insurance providers to enable CPID the ability to link families with the appropriate services;
- Collaborates with DCF on statewide initiatives involving substance abuse, mental health, and Circuit 6 initiatives;
- Serves with the Critical Incident Rapid Response Team (CIRRT) by preparing historical reports, being the point of contact by arranging interviews with involved CPID staff, and responding to CIRRT findings;
- Advises CPID staff of judiciary operations and implementation of court orders;
- Coordinates with other states regarding interstate compact, jurisdictional issues, and pick up orders;
- Establishes contracts and negotiations with other community partners;

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- Communicates with staff, sharing information through regular supervisors' meetings and other means;
- Maintains a pulse on all operations within the CPID and delivers reports at various meetings and conference calls with outside agencies;
- Responds to public records requests through Gov QA System;
- Provides accessibility to staff and supports their tasks, encourages staff, gives special recognition through awards and other means;
- Organizes and participates in various charity events and fundraisers;
- Participates in Sheriff's Office recruitment and community relations activities as directed;

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report 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

- Bachelor's degree granted by an accredited college or university recognized by the U.S. Department of Education (DOE) and/or Council on Higher Education Accreditation (CHEA)
- Five (5) years child welfare experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of State statutes, administrative code, working agreements and the ability to interpret for each situation while keeping abreast of changes. Includes the ability to apply such knowledge to help staff provide quick resolutions to daily situations.
- Knowledge in the use of the Florida Safe Families Network (FSFN) and other databases.
- Knowledge and understanding of the broad child welfare system and contracts in order to effectively perform job responsibilities.
- Ability to negotiate with others on complex issues and come to resolution recognizing the need to deal with other agencies diplomatically but in a forthright manner to resolve conflicts/differences of opinions.
- Excellent public speaking skills.
- Ability to communicate orally and in writing, while encouraging others to practice good



decision making, when giving instructions to others, or when negotiating resolutions.

- 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 8 hours per day
- Stand, walk, or drive up to 8 hours per day
- Occasionally lift up to 40 lbs. and small children when necessary
- Frequently bend or reach
- Occasionally squat, kneel, or twist