

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## CPI ASSISTANT SUPERVISOR

**JOB CODE: 38161**

**PAY GRADE: 16**

**PAY RANGE: \$49,650 - \$79,439**

### GENERAL DESCRIPTION

\*This is an appointed position for the period of one (1) year \*

Under the direction of a Supervisor of the Child Protection Investigation Division, or designee, works to protect children and works with families who are subjects of allegations of abuse, neglect, and/or abandonment received by the Florida Abuse Hotline. While carrying a reduced caseload, assists supervisor and investigators with their corresponding responsibilities. Members performing in this capacity commonly experience job-stressors influenced by tasks as listed below. **Performs on call duties as necessary; works extended hours, frequently beyond regular duty hours, may be required to work day or evening shift to include weekends, holidays and on-call situations**

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Acts as the primary support and back up resource for CPI Supervisors;
- Performs case triage by answering calls, reviewing reports, and evaluating case recommendations and approves Tier 1 cases;
- Mentors CPI Trainees and assist them with training and transitioning to CPI roles;
- Maintains a reduced caseload performing child protection investigator duties as listed below;
- Promptly informs the supervisor, or the PCSO Communications Center, if applicable, of situations and conditions which appear important, unsafe, or those which may pose a risk to the child;
- Investigates allegations of abuse, neglect, abandonment and/or special conditions; determines findings; and enters information into the Florida Safe Families Network;
- Routinely administers urinalysis presumptive tests to caretakers of children for the purposes of determining whether these caretakers are using illegal drugs. Child Protection Investigators are trained to dispose of the urine from these tests;
- Sets up case files for child protection investigations and is proficient in the use of the state child abuse computer system (FSFN) and other databases;
- Responds to Abuse Hotline Calls and makes contact with families within mandated timeframes regarding allegations of abuse, neglect and/or abandonment;

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- Completes present danger assessments as well as family functioning assessments to determine impending danger during investigations;
- Removes children from unsafe environments, supervises them, and arranges transportation to an approved shelter facility or home;
- Arranges and/or refers families to social services entities;
- Understands and uses information from service providers, and other reports;
- Opens, maintains and closes reports related to the family being served;
- Explains child protection functions, rights and responsibilities to children and family members;
- Provides information to legal staff necessary for filing of court petitions, and other documentation;
- Testifies in judicial proceedings;
- Gathers information, schedules and participates in case staffing
- Assesses families for federal funding eligibility, and completes the appropriate documentation;
- Supervises children parental visitation sessions, if necessary;
- Transports children, by PCSO vehicle, using such restraint devices as required by law;
- Conducts inquiries of multiple databases to include NCIC, FCIC, Odyssey, ACISS, etc. and relays such results to authorized persons;
- 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 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

- A Bachelor's degree that is accredited by an accreditation agency recognized by the U.S. Department of Education (DOE) and/or Council on Higher Education Accreditation (CHEA)
- Must be a current full-time, certified Child Protection Investigator who has served in that capacity with the Pinellas County Sheriff's Office for a two (2) year period, prior to the appointment
- No discipline, which resulted in more than a two (2) day-suspension or demotion, for a six (6) month period prior to the date of the posting



- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

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

- Knowledge of theories and practice in child protection and family support
- Knowledge of professional ethics relating to child protection investigations
- Knowledge of family centered interviewing and counseling techniques
- Skill in utilization of child development in guiding placement of children
- Skill in organizing community resources to assist families
- Ability to recognize indicators of abuse and neglect
- Ability to conduct risk and safety investigations
- Ability to plan, organize and coordinate work assignments
- Ability to complete assessments and develop safety plans with children and families
- Ability to maintain well documented case files
- Ability to use computer systems
- Ability to interact appropriately with families, community resources, service providers, law enforcement and other child protection professionals
- Ability to track data for maximization of Federal funds earned by the state
- Ability to provide information correctly and concisely; orally and in writing
- 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 8 hours per day
- Stand up to 8 hours per day
- Walk up to 8 hours per day
- Drive up to 8 hours per day
- Lift up to 40 lbs. and small children when necessary
- Continuously reach
- Occasionally bend, squat, reach, kneel, or twist