



## CHILD PROTECTION INVESTIGATOR INTERN INVESTIGATIVE OPERATIONS BUREAU

### GENERAL DESCRIPTION

Under the supervision of the Bureau designee, the Intern will provide specific functions related to assigned location of internship. The Intern can expect an increasing amount of responsibility related to internship, while gaining professional work experience and first hand involvement with services that support the law enforcement community. The Intern observes and learns as the Child Protection Investigator carries out the following:

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists a certified CPI, FSW, or Case Assignment employee;
- Assists with investigating allegations of abuse, neglect, abandonment and/or special conditions;
- Assists with setting up case files for child protection investigations;
- Assists with completing present danger assessments as well as family functioning assessments to determine impending danger during investigations;
- Assists with the removal of children from unsafe environments, supervises them, and arranges transportation to an approved shelter facility or home;
- Assists with arranging and/or referring families to social services entities;
- Assists with explaining child protection functions, rights and responsibilities to children and family members;
- Assists with gathering information, schedules, and participates in case staffing;
- Assists with supervising children;
- Assists with filing and/or logging case files;
- Builds blank case files for intakes;
- Assists with processing case closures;
- Processes statistical data
- 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;
- 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 clothing and supplies storage for children taken into protective custody;
- Fingerprints and photographs children and adults involved in CPID cases



## QUALIFICATIONS

- Currently enrolled in Bachelor's or Master's level program
- Minimum 2.5 G.P.A
- Must complete 12-15 hours a week of shadowing
- Minimum 18 years of age
- Must have a valid driver's license
- Completion of confidentiality agreement
- Strong writing and interpersonal skills
- Excellent computer skills
- Ability to work independently or part of a team
- Flexibility and ability to multi-task

## 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 1 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist

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.