



Critical Skills:

Critical Thinking
Complex Problem Solving
Active Listening
Computer Literate
Interpersonal Abilities
Culturally Sensitive
Non-Procrastinator

Personal Values and Skills:

Positive Attitude
Mission Dedicated
Action Oriented
Dependable
Reliable
Self-Motivated
Team Player
Passion

Starting Salary: \$39,600

Child Protective Investigator Position Profile

Position Summary: *This is professional work protecting children, working with families and conducting investigations of alleged abused, abandoned, neglected or exploited children.*

- Conducts investigations regarding allegations of abuse, neglect, abandonment for children;
- Collects information through interviews with the children, parents, relatives, neighbors, and other parties associated with the case;
- Engages families, identifies needs and determines the level of intervention needed to include voluntary services or court ordered dependency services; provides services linkages to agency and community resources based on needs assessment. Provides recommendations for development of case plan to Case Manager;
- Arranges emergency placement for any child that cannot safely remain in the home;
- Notifies state attorney, law enforcement, child protection team and other required individuals as appropriate;
- Prepares appropriate reports/documentation in coordination with Children's Legal Services and provides limited testimony in court;
- Establishes and maintains cooperative working relationships with organizations and other agencies involved with child protective investigations such as community based providers, Children's Legal Services, law enforcement, medical personnel, schools, and other community/agency resources.

Minimum qualifications: A Bachelor's degree from an accredited college or university in social work or human services related field including psychology, sociology, counseling, education or a closely related field

Please follow these steps to apply for vacancies and submit your application to People First.

1. Visit People First to apply: <https://peoplefirst.myflorida.com/> and create your "Applicant Profile" to track the status of your job application.

2. Contact CPI Recruiter Beth Kuhles for additional information on the recruitment process:

Email: Beth.KuhlesHeiney@myflfamilies.com

Office: (239) 895-0152 Cell: (239) 315-2456

ADULT PROTECTIVE INVESTIGATOR

Job Profile



Position Summary: This professional position investigates allegations of abuse, neglect, and financial exploitation against vulnerable adults and the mitigation of the risk factors involved. Clients served include those residing in the community and in alternative care facilities (i.e. assisted living facilities, nursing homes, mental health facilities, etc...)

Minimum qualifications: A Bachelor's degree or higher from an accredited college or university. A degree in a human services related field is preferred. Must possess a valid driver's license; and must possess operational private vehicle for use in the performance of daily work activities. Selected applicants are required to provide proof of vehicle registration and documentation of the appropriate insurance coverage.

For more information or to apply, visit People First: <https://peoplefirst.myflorida.com/> and create your "Applicant Profile" to track the status of your job application. Contact Kelly Kelley, Regional Program Supervisor for additional information on recruitment process:
Email: Kelly.Kelley@myflfamilies.com

Compensation and Benefits



As a State of Florida employee, you and your family have access to quality insurance benefits offered through the State Group Insurance program and the Department of Children and Families. All dollars shown represent estimated annual rates based on current data and your benefits as an Adult Protective Investigator in a Career Service position over the first 12 month period.

Salary: \$33,784	Salary	\$33,784
	100% Basic State Life Insurance	\$25,000
Benefits: \$23,392* <small>*Approximate value</small>	Health & Dental	\$13,069
	Annual (Vacation) & Sick Leave	\$3,960
	Retirement Plan	\$2,875
	Paid Holiday Time Off	\$1,523
	Tuition Fee Waiver Program	\$1,051
	FL Mentoring Partnership	\$914

Additional benefits offered to you by the department include: Pre-paid College Tuition Program, Employee Assistance Program, Wellness Program, among others.

TOTAL COMPENSATION: \$57,176



ECONOMIC SELF SUFFICIENCY SPECIALIST I

ESSI's are responsible for reviewing applications for assistance and determining eligibility for benefits to include Food Assistance, Medicaid and Temporary Cash Assistance. The majority of the day is spent entering large amounts of data and making inquiries into the FLORIDA computer system as well as talking on the phone with clients/third parties to do phone interviews and gather/verify information.

To qualify for the ESS I position you must have an Associates Degree, or 60 semester or 90 quarter hours of college. Experience interviewing, recruiting, investigation, processing claims, billing or collecting accounts, checking credit, processing insurance policies, determining eligibility or providing customer service in a lead/supervisory role can substitute of a year for year basis for the required education.

To be successful in this position you must be highly motivated, organized, able to work at a fast pace and be proficient in the use of the computer. The position requires a results oriented, multitasker that can adapt to change easily and be courteous and patient when dealing with the public.

The starting salary for this career service position will be \$23,886.49 annually. Upon successfully completing the entire Pre-service Training curriculum, and meeting and successfully completing the related Tier 1 Competencies, the salary will be \$25,213.51 annually. After Successful completion of the (1)-year probationary period, attaining permanent status in the position, and demonstration of the required competencies in the ESS Model, the salary will be \$26,540.54. If hired for this position, you will attend a Pre-service training and study the policy and regulations that govern our public assistance programs.

HIGHLIGHTS OF BENEFITS (for career service employees only):

- Several health, life, Dental and Vision Insurance companies to choose from including HMO and PPO (Single \$50/month and Family \$180/month)
- Annual leave and sick leave earned biweekly, 4 hours per category
- Vested after 8 years of employment by State of Florida and eligible to receive retirement benefits upon reaching normal retirement age or 30 years of service
- Tuition free waivers
- Deferred Compensation plans
- Pre-tax benefits/flexible spending accounts
- Employee Assistance Programs
- Employee Development and Engagement Initiatives including
 - Career Credentialing
 - Mentoring Program
 - Personal and Career Tool (PACT)
 - Resource Library
 - Innovation Management
 - Bright Ideas
- Teleworking option after successful completion of probationary period at the discretion of management