



Seminole County Sheriff's Office

FAMILY SERVICES SPECIALIST

Class Spec Code: 1040

Established Date: 10/14/2020

Last Revised Date: 11/04/2022

Effective: 11/18/2022

Salary Range

\$16.50 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Specialized work in the coordination of referrals to families in need of services, the transportation of children, and various other duties in support of Child Protection Investigators.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Serves as a liaison between the Child Protective Services Division and community service providers by assisting the child protective investigator in identifying family and child services in those cases where intervention is needed.

Coordinates and works closely with the local service providers and Community Based Care of Seminole to ensure appropriate and timely services are provided; with law enforcement officers/deputy sheriffs to perform routine unannounced home status checks on families in need of services.

Obtains case follow up and status updates from local service providers, post investigation, where services have been initiated in the home.

Conducts follow up with law enforcement officers/deputy sheriffs who initiate co-response with the Child Protective Investigators and informs them of case status; follow-up telephone calls to service providers as required.

Assists in the development, coordination, and implementation of community relations programs designed to educate the public in the area of child abuse prevention. May coordinate and attend community events, and provides informative material and program handouts about child abuse and neglect.

Provides transportation to various locations for children in or seeking shelter placement. Assists staff in making arrangements for various services as required.

Prepares and maintains logs and records of client delivery as required.

Minimum Qualifications

- High School Diploma/GED; Associate's Degree preferred

- One (1) year progressively responsible work experience dealing with children
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License and demonstrate good driving habits

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Ability to establish and maintain effective working relationships; to communicate effectively, both verbally and in written form; to work independently without constant supervision; to demonstrate ethical and professional behavior; to recall facts and/or information; describe persons, things, and/or events; to work under conditions that may involve scenes of graphic violence; to effectively and appropriately handle and control young children.

Knowledge of local service providers available to families and children, and their functions; of local geography.

WORKING CONDITIONS

The work environment for this position is split between the use of an unmarked non-emergency vehicle and in an office atmosphere. The incumbent drives a

vehicle and transports children in a secure manner. Work hours vary depending upon the needs of the division.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent standing and/or sitting for extended periods of time, walking for extended periods of time, stooping, bending, climbing stairs, required to drive an agency vehicle; constant use of a computer

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant color perception, constant eye-hand coordination; frequent reading/close-up work; constant field of vision/peripheral

Dexterity-Frequent repetitive motion and reaching

Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio

Emotional/Psychological- Potential contact with hostile individuals; exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. May be assigned shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime or be subject to

"on-call" response after regular work hours; May be required to respond for any critical incident, manmade or natural

Environmental- Exposure to varied weather conditions