

Intake Triage & Referral Specialist (ITR)

Start Date: 7/15/24

End Date: 7/29/24

If you are interested in applying, please submit a cover letter and resume to Human Resources, via email – hr@cnswfl.org

- Children's Network of Southwest Florida, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ A Bachelor's degree from a four-year accredited college or university in psychology, social work, sociology, or related human services degree
- ◆ Minimum of two (2) years' experience in Child Welfare or related field
- ◆ Florida Child Welfare Certification - (Case Management or Investigations) is preferred
- ◆ Ability to establish and maintain positive working relationships with others

General Purpose of Position (Full job description will be provided upon interview)

The purpose of this job is to coordinate and facilitate district wide staffings between the Department of Children and Families (DCF) and the Case Management Organizations (CMOs), for the purpose of transferring cases from CPI (Child Protective Investigations) to CMO. These staffings may include parents and their supports.

Essential Duties and Responsibilities

- ◆ Coordinate and facilitate case transfer staffings between the Department of Children & Families and Case Management Organizations
- ◆ Assist with identifying appropriate services for families and prepare service authorizations
- ◆ Produce monthly reports for Lead Agency on number, demographics, timeliness, and status of staffings
- ◆ Enter appropriate data into automated systems and produce reports from the data system
- ◆ Cultivate an effective communication system with the Child Protective Investigators and the CMO case managers for the exchange of all appropriate program information
- ◆ Monitors email on daily basis. Circulate pertinent information to unit staff members
- ◆ Other duties may be assigned as special projects may be requested

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required, and clean driver's license check is required, with proof of insurance
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local Law/FBI/FDLE)

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying