



## FAMILY RESOURCE & REFERRAL COORDINATOR

If you are interested in applying, please submit your cover letter and resume to [bsylvain@cnhc.org](mailto:bsylvain@cnhc.org)

- Children's Network of Hillsborough, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of Hillsborough 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.
- ◆ Child Welfare Certification Required
- ◆ Two (2) years of Child Welfare Related experience preferred
- ◆ A minimum of two (2) years of practical field experience preferred

#### **General Purpose of Job (Full job description provided upon interview)**

To assist Child Protective Investigators (CPIs) with requests for services intended to prevent removal of children from their families. Evaluate referrals for front-end family preservation type services; assign and staff cases to the appropriate provider; troubleshoot barriers to services; analyze trends and needs; review requests for ancillary paid services needed throughout the investigation; participate in case staffing's as needed, as well as contract monitoring activities. This position will also serve as back up for the ITR (Intake Triage & Referral) Specialist, who coordinates and schedules district-wide staffing's between DCF and the Case Management Organizations (CMOs) for case transfer.

#### **Certificates, License, Registrations, backgrounds, drug screens, Etc.**

- ◆ Valid driver's license, clean driver's check, and proof of insurance is required
- ◆ Children's Network participates in E-Verify
- ◆ Criminal background screening (FBI/FDLE and Local Law Enforcement) and Abuse Registry Check
- ◆ Drug Screening is a requirement

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