



Background Screening Analyst

If you are interested in applying, please submit your cover letter and resume to missie.irby@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

- ◆ High school diploma or general education degree (GED) required, A.A. degree preferred
- ◆ 2+ years background analyst experience preferred, but not required

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

- Performs Criminal Background Searches in accordance with Chapters 39, 63, 435, and DCF Policy.
- Responsible for intake and tracking of Criminal research and/or diligent search requests and results with extreme accuracy.
- Determines the screening level requirements for each of the 10 individual types of requests based on type, case manager contact, DCF policy & FL Statutes.
- Evaluates each case and based on findings, determine Permanent, 5 Year limit and non-disqualifying offenses. Analyzes individual's criminal history by interpreting FCIC, CCIS, arrest reports and Court dockets, being fully versed in legal acronyms/abbreviations pertaining to Florida statute.
- Analyzes individual's abuse history by interpreting FSFN’s abuse reports being fully versed in case management acronyms/abbreviations pertaining to Child Welfare/Florida statute.
- Uses informed judgment skills in determining additional criminal resources needed for research, based on information gathered for specific cases.
- Contacts county, state, national & international law enforcement divisions to discuss and obtain the appropriate information, when clarification of criminal charges, warrants, adjudication, or court docket progress is needed.
- Presents all findings with required documentation to requestors by comprehensibly explaining abuse history, criminal charges, legal court dockets & probation history as necessary.

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

- ◆ Valid driver's license, clean driver's check, and proof of insurance is required
- ◆ No special certification or registration is required for this position
- ◆ Criminal background screening (FBI/FDLE and Local Law Enforcement) and Abuse Registry Check
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

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