



JOB DESCRIPTION FOR INVESTIGATOR

CLC Investigators provide vitally important information to CLC attorneys about our clients. Investigators visit clients in their home placements, at school, in hospital settings, and other locations, to gather information from and about our clients. This includes information about the conditions of the home, health and safety concerns, developmental progress, medical and educational issues, service needs and family relationships.

CLC Investigators should have a working knowledge of child abuse, child development, domestic violence, child sexual exploitation, substance abuse, and mental health issues. Investigators must have an ability to connect with children and gain their trust. They must be able to work with children of all ages, genders, religions, races, ethnicities, sexual orientations and from all socioeconomic backgrounds.

Duties include, and are not limited to:

- Visit with clients, caretakers and others in order to develop a trusting and professional relationship with clients
- Interview caretakers and children, to the extent possible, in order to observe and document the children's current living situation, developmental progress and emotional wellbeing
- During client contact, the investigator are expected to note any services that have not been implemented, that may need to be implemented, or any other issues for attorney review
- Evaluate and recommend the need for further or different services that may be beneficial to the child and the family
- Identify services in the community and make referrals as needed
- Assist attorneys with client interviews
- Serve as duty day investigator in the office
- Communicate regularly with the attorneys, both verbally and in writing, regarding status of caseloads and assignments and with all relevant information regarding the client
- With general direction from the attorney, attend Individual Education Plan (IEP) meetings, TDM and similar team decision making meetings, DCFS and placement staffing, hospital screenings and Regional Center conferences
- Manage and maintain caseload; Schedule appointments for client visits and collateral meetings
- Frequently exercise discretion and independent judgment at meetings, conferences and hearings attended as the sole representative of CLC

Investigators work under limited day-to-day supervision of Investigator Supervisor and attorneys. They prepare and submit timely written reports of observations and recommendations to the case-carrying attorney. They immediately respond to any inquiries regarding case status from their supervisors, and seek assistance from supervisors when prudent or required. Investigators attend and participate in training sessions, and when needed, assist with them, attend staff meetings, and maintain current and accurate mileage and time logs.

Investigators are to be flexible, have a team player attitude and be willing to assist other Investigators as requested by supervisors. They are to be professional, patient, and understanding when interacting with clients, caregivers, colleagues and supervisors. Investigators are to have a pleasant demeanor in the office and demonstrate effective communication with colleagues and supervisors.

Minimum Qualifications:

AA degree/60 college units or 2 years direct experience working with children in a related field.

A valid California driver's license, reliable automobile, automobile insurance as required by California law, and an operable mobile phone are required at all times while working for Children's Law Center.

Children's Law Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, or gender identity, or any other characteristic protected by law.