



## **JOB DESCRIPTION FOR INVESTIGATOR SUPERVISORS**

Primary duties of the Investigator Supervisor are supervisory in nature and include, but are not limited to:

- Assign and distribute cases to investigators;
- Oversight of workload and quality of work, i.e. review reports, check daily logs, work schedules, etc.;
- Responsible for the investigative team, including the assignment of duty days, and work areas;
- Review and approve mileage reimbursement forms and other expense reimbursement forms;
- Assist and advise investigative staff with questions or problems;
- Accompany investigative staff to placement visits when needed or for performance evaluations;
- Training
- Direct the work of student interns and provide feedback to their school programs
- Responsible for completing periodic performance evaluations and ensuring PIP compliance.
- Represent CLC at system meetings
- Responds, as necessary and appropriate, to formal and informal concerns, complaints and comments from relevant individuals concerning investigator performance.
- Participates in investigator interviews for promotion positions and makes recommendations concerning those positions.
- Participates in interviews for new investigator positions and makes recommendations for employment offers for new positions.
- Participates in Management Team meetings.
- Participates in Committee Meetings and works on committees as needed.
- Works collaboratively with attorney supervisors and directors.

In addition to the supervisory responsibilities, when necessary, Investigator Supervisors may also assume the same duties and responsibilities as an Investigator. These are more fully described in the Investigator I and Investigator II job descriptions and include, but are not limited to field work, visiting respective placements of our clients, writing reports to assist the court appointed attorney, research resources for needed services for clients, and attending IEP's and TDM's.

### Minimum Qualifications:

Masters degree in Social Work or related field and two years experience working directly with children and families, or a BA in Social Work or related field and five years experience working directly with children and families.

The Investigator Supervisor should have excellent people management skills to attract, retain, motivate and develop an investigator team. The Investigator Supervisor must be able to maintain high standards of ethical conduct, and gain the trust and respect of both management and staff.

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.*