



JOB DESCRIPTION FOR INVESTIGATOR

Investigators work with all CLC clients regardless of age.

All Investigators are required to have a clean driving record, operable automobile, valid California driver's license, automobile insurance and an operable mobile phone at all times while working for CLC.

Duties include, and are not limited to:

- Visit with clients, caretakers and others in order to assist the attorney with establishing and maintaining an adequate and professional relationship with their clients by providing the attorney with information about particular problems or complex issues
- Interview caretakers and children, to the extent possible, in order to observe and document the children's current living situation
- During client contact, the investigator may 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 the attorney will communicate to the court
- Identify services in the community and make referrals as needed
- Assist attorneys with client interviews
- Serve as duty day investigator in office
- Communicate regularly with the attorneys regarding status of caseloads and assignments
- Attend and participate in training sessions, and when needed, assist with them
- Attend staff meetings
- With general direction from the attorney, attend Individual Education Plan (IEP) meetings, DCFS and placement staffing, hospital screenings and Regional Center conferences
- Manage and maintain caseload; Schedule appointments for client visits and collateral agency meetings
- Maintain current and accurate mileage and time logs
- Frequently exercise discretion and independent judgment at meetings, conferences and hearings attended as the sole representative of CLC
- Generally work under limited day-to-day supervision of Investigator Supervisor and attorneys
- Prepare and submit timely written reports of observations and recommendations to the case-carrying attorney
- Immediately respond to any inquiries regarding case status from direct Investigator Supervisor

Minimum Qualifications:

BA degree in Social Work or a related field and 1 year direct experience working with children in a related field, and/or 5 years direct experience working with children in a related field.

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.