Work Study Job Description

Title: Multi-disciplinary Enhancement Program Intake Specialist – Work Study

Status: Work Study. This will not replace a paid position.

Address: 7130 W US Hwy 90 San Antonio, Texas 78227

Broad Function: Responsible for supporting Multi-disciplinary Enhancement Program (MEP) Staff in their endeavors, to provide technical support in the documentation and gathering of child abuse and neglect data.

Job Relationship: Supervised by MEP Manager. This person will serve as technical support to the MEP Intake Specialists. This person will have the opportunity to make relationships with Multi-disciplinary Team Partners (MDT) in the community who investigate and prosecute child abuse and neglect cases.

Specific Work to Perform:

- Work 15 hours a week
- Assist MEP staff with the entry of Child Protective Services (CPS) Statewide Intakes as well as Law Enforcement Statewide Reports
- Assist with the preparation, planning, and organization of MDT Meetings
- Assist with preparing and delivery of ChildSafe marketing items to MDT Partners
- Assist in the preparation, planning, and organization of Sex Trafficking MDT Services Meetings

Qualifications:

- Strong organization skills
- Strong communication skills
- Must type no less than 55 WPM
- Over 18 years of age
- Clear criminal history
- Clear Department of Family and Protective Services background check
- 2 professional written references
- Written application
- Personal interview
- Professional dress