



## DISTRICT ONE MEDICAL EXAMINER – PENSACOLA, FLORIDA

<b>Job Title:</b>	Investigations Specialist - Family Advocate	<b>Supervision:</b>	Chief Investigator
<b>Department:</b>	Investigations	<b>Benefit Group:</b>	1
<b>Location:</b>	Districtwide	<b>Travel Required:</b>	Yes
<b>Hourly Rate:</b>	\$28.00-\$32.00	<b>Position Type:</b>	Full-Time

The District One Medical Examiner's Office provides medicolegal death investigation services for the four most Western counties in the Florida panhandle (Escambia, Santa Rosa, Okaloosa, and Walton) which includes a population of nearly 800,000 residents. The primary office is in Pensacola and with plans to build a new facility in Santa Rosa County. The mission is to provide quality, transparent, and compassionate medicolegal death investigation services to the residents of District One. Provides highly responsible executive, administrative and technical support to the Chief Medical Examiner and senior management staff.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Personal characteristics required of all employees such as honesty, industry, sobriety, and the ability to get along with others, are presumed qualities and are not listed specifically.

### Investigations Specialist - Family Advocate – Role and Responsibilities

- Serve as a liaison to families after the initial investigative phase, providing timely, compassionate, and trauma-informed communication about case status, anticipated timelines, and next steps.
- Deliver ongoing support to next of kin through a standardized post-case communication protocol, including scheduled follow-ups based on case type (e.g., 30-day and 60-day check-ins).
- Identify and facilitate referrals to grief counseling, crisis services, victim advocacy, mental health resources, and substance use support networks. Maintain and regularly update a regional directory of vetted support services across the district.
- Ensure next-of-kin communication and follow-up documentation is complete, accurate, and compliant with agency and state requirements.
- Implement and manage a structured family feedback system. Collect, analyze, and report trends to the Chief Investigator monthly, and collaborate on service improvements.
- Prepare monthly reports summarizing outreach activities, case support trends, and family service metrics. Maintain ongoing collaboration with the Chief Investigator to align advocate activities with investigative operations and quality goals.
- Develop and maintain informational materials (print and digital) to help families understand the medicolegal death investigation process and support grief navigation.
- Collaborate on internal and interagency public health initiatives, including grant development and data tracking for emerging trends such as overdose, suicide, and other preventable causes of death.
- Participate in emergency operations and mass fatality response planning. Serve in designated roles during activations, including Family Assistance Center (FAC) support or field-based responsibilities.
- Maintain appropriate role boundaries between advocacy and investigation. Follow disclosure protocols and ensure emotionally sensitive communications are handled professionally.
- Maintain ABMDI certification and participate in continuing education related to trauma-informed care, bereavement support, overdose prevention, and emotional resilience. Engage with peer support networks and advocacy workgroups.
- Complete medicolegal inquiries on EDRS referred death certificates.
- Perform all duties required of a DIMEO Medicolegal Death Investigator as needed.
- Uphold the values of transparency, compassion, and public service in all family and agency interactions.

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Two years of experience in a Medical Examiner's Office or related field</li> <li>• Highschool Diploma</li> <li>• Current Florida Driver's license or the ability to obtain one within 30 days of employment</li> <li>• ABMDI – Diplomate certified</li> </ul> <p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bilingual: Spanish/English (pay differential with certification in Medical Spanish)</li> <li>• Undergraduate degree or a combination of education and experience</li> <li>• ABMDI – Fellow certified</li> </ul>
<p><b>Knowledge:</b> Basic to intermediate medical terminology. Basic to intermediate anatomy and physiology. Basic understanding of death from myocardial infarction, CVA, organ failure, sepsis, accidental and nonaccidental trauma, asphyxiation, and other common causes of death. Basic understanding of the different manners of death. Basic understanding of common prescription, non-prescription and illicit drugs. Knowledge of medicolegal death investigation policy and procedures and Florida statutes pertaining to the medical examiner (F.S. 406).</p>
<p><b>Abilities:</b> Evaluate information from medical records. Submit concise and coherent reports in oral and written form. Establish and maintain cooperative professional work relationships with persons from a variety of organizations and agencies. Comfortably assist persons bereaved by the death of a loved one and professionally manage emotional situations related to death. Be able to concentrate on more than one task at a time and to make independent decisions.</p>
<p><b>Certificates, Licenses, Registrations:</b> Must have reliable transportation with insurance and a valid Florida driver's license. American Board of Medicolegal Death Investigators (ABMDI) – Diplomate.</p>
<p><b>Physical Demands:</b> Acceptable eyesight and hearing to perform investigator duties. Able to sit, stand, or walk for long periods of time, to walk up and down stairs, and to get into and out of vehicle repeatedly. Must be able to lift, carry, drag, or push, an average body weight of 150 to 200 lbs., both alone and with help. Must have gross motor skills to include hand dexterity, full use of fingers, hands, arms, and good grip strength to perform investigative duties.</p>
<p><b>Other Requirements:</b> Able to work in hazardous or dangerous work areas or situations. Capable of working under stressful situations and while fatigued. Able to wear personal protective equipment, as required. Able and willing to work nights, weekends and holidays in a rotating schedule or as needed. This position is considered essential therefore you must be able to report to work during times of emergency declaration or mass fatality incidents.</p>
<p><b>Benefits:</b> Health, Dental, and Vision insurance. 401K plan. Paid Time Off and Paid Holidays. On-Call pay, shared take-home agency vehicle for on-call shifts, and clothing allowance. All required equipment will be supplied by the employer.</p>
<p><b>Send resumes with professional references to Chief Investigator Chrissy Nieten at <a href="mailto:cnieten@d1meo.org">cnieten@d1meo.org</a>. The candidate must include a personal statement, addressing why the candidate is interested in the position and how the candidate would make a unique contribution in this role.</b></p>