



EMPLOYEE JOB DESCRIPTION

POSITION: CENTER COORDINATOR/FORENSIC INTERVIEWER

REPORTS TO: DIRECTOR FOR CLIENT SERVICES

COMPENSATION: SALARY RANGE FOR POSITION

FLSA STATUS: EXEMPT

COMMITMENT TYPE: FULL-TIME

BASE OF OPERATIONS: ASSIGNED CENTER

EFFECTIVE DATE: JULY 1, 2015

REVISION DATES: FEBRUARY 16, 2017; APRIL 2, 2018

SUMMARY

The Center Coordinator/Forensic Interviewer oversees and manages the operations of the Children's Advocacy Center (CAC) and the CAC's collaborative relationships with the Multidisciplinary Team (MDT) of child abuse professionals and related agencies/organizations. In addition, the Center Coordinator/Forensic Interviewer routinely conducts forensic interviews with alleged child victims of physical and/or sexual abuse and with children who have been exposed to domestic violence or witnessed other violent crimes. The Center Coordinator/Forensic Interviewer also conducts forensic interviews with alleged adult victims or witnesses who have intellectual disabilities.

ESSENTIAL FUNCTIONS

- Manage the day-to-day operations of assigned Center
- Ensure appropriate maintenance and security of the Center
- Review and ensure adherence to interagency agreements and national standards for accreditation
- Provide supervision and evaluation of assigned staff members
- Serve as a member of the senior management team and participate in the development of policies, procedures, planning and other statewide activities
- Participate in the recruiting and hiring process
- Represent the CAC on external committees, task forces, and work groups
- Provide public outreach, technical assistance, consultation and training regarding the MDT response to child abuse, the mission and activities of the CAC, and other related topics
- Serve as primary CAC site liaison with all MDT agencies and partners
- Establish and maintain productive working relationships with all MDT agencies and between MDT agencies and all staff
- Participate in and ensure effective coordination and facilitation of MDT Case Review process
- Ensure timely scheduling and coordination of joint, multidisciplinary forensic interviews and/or other CAC services for alleged child, adolescent, and adult victims/witnesses, as needed

- Ensure the provision of and/or conduct forensic interviews of alleged child/adolescent victims of abuse and/or witnesses to violent crime, on behalf of the MDT
- Ensure the provision of and/or conduct forensic interviews of adults with intellectual disabilities who are alleged victims of abuse and/or witnesses to violent crime, on behalf of the MDT
- Conduct on-call forensic interview responsibilities
- Ensure provision of immediate crisis intervention and referrals for children and families, as necessary
- Ensure timely and accurate documentation and maintenance of all client information entered in the Case Management System
- Ensure accurate audio and video recordings of all forensic interviews and dissemination thereof, including overseeing the forensic interview quality assurance procedure
- Testify in court proceedings, as necessary
- Routinely participate in forensic interview peer review
- All other responsibilities and duties as from time to time designated by the Director for Client Services, Chief Executive Officer or added to the scope of responsibility for this position

PROFESSIONAL STANDARDS

- Perform job duties in accordance with professional ethics and organizational policies and procedures
- Effectively manage time, resources, and workload priorities in order to meet deadlines and produce quality work
- Effectively work with others in a collaborative, team environment
- Demonstrate professionalism and excellent interpersonal skills with clients, co-workers, MDT members, Board of Directors and vendors
- Regularly exercise professional discretion and judgment
- Consistently interact with others in a culturally competent manner
- Maintain strict confidentiality
- Demonstrate excellent oral and written communication skills
- Maintain excellent attention to detail and accuracy
- Be adaptable and open to new ideas
- Demonstrate resourcefulness by generating new ideas or innovative approaches to problems
- Acknowledge importance of professional development by seeking out and accepting feedback and implementing necessary changes
- Seek out opportunities for professional development to stay abreast of current best practices in the field

JOB REQUIREMENTS AND QUALIFICATIONS

Education:

- Bachelor Degree plus five (5) years experience or Associate Degree plus eight (8) years experience in a human services field, such as social service, child development or criminal justice

Training, Licenses, and Certifications:

- Must be trained in (and/or willing to be trained in) CAC personnel policies and procedures, supervision strategies and protocols
- Must be trained in (and/or willing to be trained in) management and leadership
- Must be trained in (and/or willing to be trained in) the specialized field of forensic interviewing
- Must be trained in (and/or willing to be trained in) the fields of child welfare and victimization

Experience:

- Experience in staff supervision and program management
- Experience in the forensic interviewing of children, adolescents, and adults, using an evidence-based interview protocol and techniques

- Proficiency with Microsoft Windows Operating Systems, Word, Excel, Access, PowerPoint, Outlook, and Adobe

Knowledge:

- Knowledge of the Children's Advocacy Center model, including the MDT approach to the investigation, intervention and prosecution of child abuse cases
- Knowledge of dynamics of child physical and sexual abuse and impact child maltreatment has on child victims and family members
- Knowledge of child development

Other:

- Employment dependent upon successful completion of background checks
- Ability to read, write and speak English fluently
- Bending, stooping, reaching and other movement required in an office setting
- Lifting office supplies and materials (up to 20lbs)
- Ability to work a flexible schedule, as position sometimes involves evening and weekend hours
- Ability to conduct after-hours, on-call forensic interviewing responsibilities
- Ability to travel occasionally for educational or Center business purposes