



EMPLOYEE JOB DESCRIPTION

POSITION: FORENSIC INTERVIEWER
REPORTS TO: CENTER COORDINATOR/FORENSIC INTERVIEWER
COMPENSATION: SALARY RANGE FOR POSITION
FLSA STATUS: EXEMPT
COMMITMENT TYPE: FULL-TIME
BASE OF OPERATIONS: ASSIGNED CENTER
EFFECTIVE DATE: JUNE 1, 2016
REVISION DATES:

SUMMARY

The Forensic Interviewer 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 Forensic Interviewer also conducts forensic interviews with alleged adult victims or witnesses who have intellectual disabilities.

ESSENTIAL FUNCTIONS

- 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
- Conduct forensic interviews of alleged child/adolescent victims of abuse and/or witnesses to violent crime, on behalf of the MDT
- 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
- Provide for 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
- Perform quality assurance procedure of the forensic interviewing video and audio recording equipment
- Testify in court proceedings, as necessary
- Participate in forensic interview peer review
- Participate in Case Review meetings in the assigned county on a regular basis and in other CAC site counties, as needed
- Conduct on-call forensic interview responsibilities
- Establish and maintain productive working relationships with all MDT agencies and Center staff

- 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, as assigned by the Center Coordinator
- Assist with administrative duties, as needed
- All other responsibilities and duties as from time to time designated by the Center Coordinator, Program Director for Client Services or 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 or Associate Degree plus three (3) 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 be willing to be trained in) CAC personnel policies and procedures
- Must be trained in (and/or be willing to be trained in) the specialized field of forensic interviewing
- Must be trained in (and/or be willing to be trained in) multidisciplinary team coordination and facilitation
- Must be trained in (and/or be willing to be trained in) the fields of child welfare and victimization

Experience:

- Experience in the forensic interviewing of children, adolescents, and adults, using an evidence-based interview protocol and techniques
- Experience in facilitating multidisciplinary team activities
- Proficiency with Microsoft Windows Operating Systems, Word, Excel, Access, PowerPoint, Outlook, and Adobe

Knowledge:

- Knowledge of the MDT approach to the investigation, intervention and prosecution of child abuse cases
- Knowledge of the 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