

JOB DESCRIPTION

Job Title: Forensic Interviewer

Reports to: Forensic Support Services Manager

Exempt

Revision Date: 6/24/04

Position Mission: To provide developmentally and culturally appropriate and legally defensible forensic interviews of children and adolescents alleging sexual abuse.

Responsibility Summary:

Primary Responsibilities:

- Conduct forensic interviews of children and adolescents alleging sexual abuse
- Facilitate pre/post interview multidisciplinary case staffing
- Assist with the preparation of written summaries of interviews
- Respond to subpoenas and testify when requested
- Participate in case reviews and present cases when requested
- Assist advocate in collecting all relevant child and family history and making appropriate referrals
- Enter data into the case tracking system
- Participate in supervision, professional development and on-going training activities
- Perform other tasks and responsibilities as requested

QUALIFICATIONS: Minimum educational requirement of Master's degree in human service field, criminal justice or law. Five years experience working with abused children and adolescents preferred. Candidates with a Bachelor's degree in social work or related field with five years experience in comparable work may be considered.

JOB DESCRIPTION

POSITION TITLE: Forensic Interviewer

(Full Time, Salaried, Exempt)

SUPERVISED BY: Executive Director

DEFINITION: A professional position charged with interviewing child victims of reported sexual abuse and coordinating services for the child and family.

DUTIES:

Responsibilities of the Forensic Interviewer Position include but are not limited to the following:

- Coordinate interview schedules with members of the multidisciplinary team (MDT)
- Obtain information from relatives/caregivers of the child prior to the interview.
- Facilitate MDT pre and post interview staffings and other case review meetings.
- Interview children alleging sexual abuse using forensic interviewing techniques in accordance with the Interviewing Protocol.
- Provide brokerage services to children and families and link them to other agencies that can assist them.
- Ensure the psychosocial well being of the child
- Maintain case and advocacy center statistics.
- Research grant opportunities and assist Director in grant writing and tracking.
- Assist Executive Director as needed.
- Other duties/programs as assigned.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree human services field, experience working with children/families, superior communication skills, both written and verbal, strong commitment to customer service, ability to work in a cooperative manner with diverse professional groups, knowledge of internet and strong computer skills.

DESIRED: Experience in grant writing, public relations and marketing, experience working in a not-forprofit agency.

I, _____, have been given a copy of the job description and employee manual. These documents have been explained to me, and I agree to abide by them as a condition of my employment with the CAC.

Children's Advocacy Center Forensic Interviewer

Job Description: Conducts highly specialized interviews of children making allegations of sexual abuse. Duties include coordination, videotaping and documenting interviews of children and/or family members, conducts training for the disciplines and the community on child sexual abuse; handles difficult and complex sexual abuse cases which may require court reports and extensive testimony.

1. Conducts sensitive and thorough interviews with children who are believed to be possible victims of child sexual abuse and serious physical abuse.
2. Consults with investigative team members before and after child abuse interviews.
3. Testifies in criminal and/or juvenile court when necessary to clarify information obtained during an interview with a child.
4. Conducts professional and community in-service training about interviewing dynamics of child abuse.
5. Acts as an advocate to create and support high standards for child abuse investigations in the CAC.

Qualifications: Minimum Bachelor's Degree or law enforcement officer with experience in the field of child abuse investigations. Working knowledge of dynamics of child sexual abuse, strong organizational skills; ability to engage children of all ages in an interview type setting; and ability to communicate well orally and in writing.

Job Description

Position: Forensic Interviewer Specialist Level 1

Supervisor: Executive Director

Position Description: The person filling this position will be responsible for interviewing child victims of sexual abuse, serious physical abuse and children who witness violence at the Child Center. The children will be referred to the center by either law enforcement or child protective services. The goal of the Center is to interview these children in a supportive manner in a comfortable environment and to complete an interview that will provide satisfactory evidence for court proceedings.

Position Responsibilities:

1. Investigative Interviewing:

- Developmental assessment
- Establish competence of the child
- Obtain data regarding traumatic history in a manner that meets legal requirements for evidence and meets social services needs for protection and treatment
- Ensure psychosocial well being of the child
- Follow the child first doctrine

2. Facilitate Team Staffing:

- Pre interview staffing with multidisciplinary team members including:
- Review intake information and obtain information about child's emotional state, parents response to the investigation, child's living situation, and relationship to the perpetrator
- Educate team as needed regarding the process and issues
- Post interview staffing with multidisciplinary team members including:
- Review results of interview including determination of findings
- Facilitate team collaboration regarding interpretation of interview findings
- Elicit and clarify team members interpretation of interview
- Clarify differences and opinion, and

- Develop team plan for follow up regarding responsibilities and coordination

3. Documentation:

- Summarize interview findings in a succinct and professional report,
- Disseminate written reports to team members in accordance with data privacy laws, agency policies, and professional ethics, and
- Ensure all documentation meets legal requirements and multi agency needs

4. Forensic Services:

Prepare for court:

- Review the videotape
- Review the report
- Assess the child's development, behaviors, and affect
- Review pertinent professional literature
- Review the tools and methods used during the interview

5. Testify when ordered by the court:

- Reliability
- Trials in juvenile, criminal and family court
- Other legal proceedings and
- Provide expert testimony
- Respond to attorney's inquiries, consistent with the CAC's policies

6. Referral:

- Maintain up to date knowledge of related community resources and
- Make recommendations for treatment and follow up

7. Advocacy:

- Attend to the need of the child within the forensic process
- Implement and attend to the Child First Doctrine and
- Disseminate unique child focused expertise throughout community, state, and national organizations

8. Facilitate the system's change to meet the needs of abused children

- Participate in the improvement of the community child serving agencies capacities to protect children, and

- Improve collaboration between relevant community agencies
- 9. Professional Development- Maintain expert status and attend to professional growth and self care
- Attend conferences, as assigned by Executive Director
- Read professional literature, and
- Peer supervision to review cases, share professional knowledge/ideas, and
- Clinical supervision

Qualifications:

1. Bachelors Degree in Social Work, Human Services or related field
2. Knowledge of sexual abuse and its impact on children
3. Knowledge of child development stages and a demonstrated ability to utilize this knowledge to communicate with children'
4. Ability to communicate with a wide range of children from different cultural backgrounds
5. Significant prior experience working with children and
6. Knowledge of the criminal justice system, child protection services and court