



FORENSIC INTERVIEWER

REPORTS TO: CEO

COMPENSATION: SALARY

EXEMPT STATUS: SALARIED, EXEMPT

COMMITMENT TYPE: FULL-TIME

BASE OF OPERATIONS: ROCKWALL, TX

SUMMARY:

The Forensic Interviewer works directly with alleged child victims, their non-offending families, Department of Family Protective Services, Law Enforcement Officers, and District Attorneys, along with other Multidisciplinary Team (MDT) Members.

ESSENTIAL FUNCTIONS:

- Conduct interviews of alleged victims of child abuse and witnesses of violent crime from age two years through seventeen years, and adults with developmental delays.
- Foster an environment that is sensitive to a child's cognitive, emotional, and psychological development, without leading a child in questioning.
- Meet with non-offending family members and MDT members during case assessment, participate in MDT case review meetings, and coordinate with team members throughout the multidisciplinary, interagency response.
- Encourage caregivers to participate in recommended services.
- Provide court testimony regarding cases.
- Assist in maintaining records of services provided.
- Maintain an appropriate case load.
- Perform job duties in accordance with professional ethics and organizational policies and procedures.
- Effectively work with others in a team environment and maintain composure in high stress situations.
- Demonstrate professionalism and excellent interpersonal skills with clients, co-workers, and MDT members.
- Compile data needed for statistical reports, client and MDT survey data, and other information as needed to satisfy CACRC reporting requirements.
- Develop referral process.
- Participate in regular peer review and supervisory review sessions in which job proficiency is assessed.
- Educate new employees about CACRC and the Forensic Interview process.
- Collaborate on Community Awareness events and presentations as needed.
- Assist neighboring CACs with courtesy interviews if needed.
- Stay current on forensic interviewing trends and literature and pursue professional development in the field of child abuse.
- Maintain adherence to confidentiality policy.

- All other responsibilities and duties as from time to time designated by the Company or added to the scope of responsibility for this position.
- Must be able to work flexible hours including nights and weekends.

JOB REQUIREMENTS AND QUALIFICATIONS:

Education:

- Bachelor's Degree in a social service, child development, criminal justice, or a related field. Masters degree preferred.

Training (licenses and certifications):

- Forensic Interview Training / Certification.

Experience:

- Forensic interviewing of children.
- Two years work experience with child abuse victims and their families.
- Familiarity with child abuse interventions, DFPS, and legal investigations.

Knowledge Requirements:

- Able to work with culturally diverse populations.
- Tech savvy.
- Proficiency with Microsoft Windows XP and Microsoft Office operating systems: Word, Excel, Powerpoint, and Outlook.

Intellectual and Physical Requirements:

- Read, write, and speak English fluently
- Bi-lingual (English/Spanish) preferred
- Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20lbs).

OTHER INFORMATION:

- Position involves some evening and weekend hours.
- Travel may occasionally be required for educational or business purposes. It is not anticipated that any travel would last more than 2 – 3 days.
- Employment dependent upon the successful completion of a background check, including criminal and CPS clearances.

To Apply:

If you have the minimum qualifications listed for the position, and are interested in joining our team, please submit a cover letter and resume to applicant@rockwallcac.org

The Children's Advocacy Center for Rockwall County is an equal opportunity employer.