

# **CHILDHAVEN, INC.**

## **JOB DESCRIPTION**

**Position:** Forensic Interviewer/Family Advocate (Farmington/Gallup)  
**FLSA Status:** Non-Exempt (Hourly)  
**Reports To:** Children's Advocacy Center Program Director  
**Hours:** Full-time position Monday-Friday

### **GENERAL STATEMENT OF DUTIES:**

The purpose of a CAC forensic interviewer is to obtain information from a child about abuse allegations that will support accurate and fair decision making by the investigative team, working jointly on the child's case, working alongside other professionals within the criminal justice, child protection, and service delivery systems. Forensic interviews are conducted in a manner that is developmentally and culturally sensitive, unbiased, fact-finding, and legally sound.

### **PRIMARY DUTIES:**

1. Flexibility in reporting to either Children's Advocacy Center office in Farmington, NM or satellite office in Gallup, NM. Farmington/Gallup travel required.
2. Coordinate scheduling of Forensic Interviews with sexual assault services/medical (SAS), child protective services (CPS), law enforcement, and prosecution.
3. Consult with SAS, CPS, and Law Enforcement prior to interview to collect collateral knowledge of history and needs of children being interviewed.
4. Conduct legally sound, child-friendly forensic interviews that minimize the traumatic effect on the child.
5. Participate in regular supervision and work on quality improvement via CQI and Peer Review.
6. Participate in regular self-care.
7. Co-facilitate Child Abuse Multi-Disciplinary Team (MDT) monthly meetings/Case Review meetings.
8. Meet program goals, objectives, productivity standards, and outcomes.
9. Work with MDT members to assure the National Children's Alliance standards are met.
10. Maintain accurate records of Forensic Interview (FI) program data and program reports.
11. Assure all documentation is completed for Forensic Interview files, including proper chain of evidence is followed for managing tape custodian.
12. Assist clients with crisis management and resolution of client issues, as appropriate for the role of Forensic Interviewer.
13. Assure separate staff persons are assigned to conduct the Forensic Interview and Family Advocate job duties for each case.
14. Assure completion of CVRC compensation application.
15. Assure linkage of clients to advocacy services and aftercare services
16. Communicate ongoing with staff internal and external to Childhaven to ensure case progress.
17. Participate in the McKinley & San Juan County Child Abuse Multi-Disciplinary Team and networking meetings as assigned.
18. Forensic Interviewers may be required to testify in court and may be subpoenaed to testify. Attendance is mandatory, even if the FI is no longer employed with Childhaven. Every FI should maintain a Curriculum Vitae (CV) for use in court documenting all education, experience, training, professional associations and accomplishments.
19. Follow Childhaven Policy and Procedures.

20. Other duties as assigned. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Demonstrated competency in conducting forensic interviews, advocacy, and child abuse investigations.
2. Documentation of a minimum of 35 hours of nationally or state recognized forensic interviewer training. Observation of 50 Forensic Interviews prior to conducting live interviews with supervisory assistance. Satisfactorily completing 3 mock interviews with supervisory staff and demonstrated competence with Forensic Interviewing skills prior to conducting solo interviews without supervisor present in a monitoring capacity.
3. Working knowledge of child development and psychodynamics of child abuse, sexual abuse, domestic violence, and family dynamics.
4. Ability to communicate with a wide range of children of various cultures specific to our geographic area.
5. Familiarity with social services, law enforcement and the court system.
6. Demonstrated professional experience with children, experience with children with special needs a plus.
7. Continuing education in the field of child maltreatment and/or forensic interviewing consisting of a minimum of 8 hours per every 2 years of CEU/CME credits.
8. Participation in a formalized peer review process, minimum of twice annually
9. Must have good computer skills, familiarity with Microsoft Office
10. Knowledge of local community resources and social service delivery systems.
11. Skilled in providing crisis intervention services to victims and/or their families.
12. Excellent oral and written communication skills
13. Good organizational skills
14. Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental ability, sexual preference, and gender identify/expression.
15. Ability to work with a complex network of MDT partner agency personnel.

**QUALIFICATIONS:**

1. Master's Degree related to social work, education, criminal justice, nursing, psychology (or), Bachelor's Degree with two (2) years' experience related to social work, education, criminal justice, nursing, psychology, Associate's Degree with three (3) years' experience related to social work, education, criminal justice, nursing, psychology
2. Able to participate in weekly training, supervision and meetings in Farmington and attend peer review in other locations around the state twice per year.
3. Must attend at least 1 CVRC/VOCA training/year, held every other month.
4. At least 25 years of age or older to be eligible to drive Childhaven vehicles and a Current, Valid NM Driver's License and clean driving record.
5. Must pass local, state, and federal background checks (including fingerprints)
6. Must obtain and maintain CPR/1<sup>st</sup> AID and CPI certification and VOCA VAT training certificates.
7. Bilingual (Spanish/English or Navajo/English) preferred.