

**CHILDHAVEN, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Forensic Interviewer/Family Advocate  
**FLSA STATUS:** Non-Exempt (Hourly)  
**REPORTS TO:** Children's Advocacy Center Program Director  
**HOURS:** Full-time at 40 hours per week, Mon - Fri, 8:00 am to 5:00 pm. 1 hour lunch.

**GENERAL STATEMENT OF DUTIES:**

The purpose of a CAC Forensic Interviewer/Family Advocate is to work alongside other service professionals to jointly investigate cases of child abuse/neglect and provide support services and follow up to both the client and affected family members.

**PRIMARY DUTIES:**

• **FORENSIC INTERVIEW**

1. Coordinate scheduling of Forensic Interviews with sexual assault services/medical (SAS), child protective services (CPS), law enforcement, and prosecution.
2. Consult with SAS, CPS, and Law Enforcement prior to interview to collect collateral knowledge of history and needs of children being interviewed.
3. Conduct legally sound, child-friendly forensic interviews that minimize the traumatic effect on the child.
4. Assist clients with crisis management and resolution of client issues, as appropriate for the role of Forensic Interviewer. Perform as a Family Advocate on opposite cases.
5. 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.

• **FAMILY ADVOCATE**

6. Maintain accurate records of forensic interview and family advocate program data and reports.
7. Assure all documentation is completed for client records including proper chain of evidence is followed for managing tape custodian.  
Assure completion of Crime Victim Reparation Commission (CVRC) compensation application.
8. Assure linkage of clients to advocacy services and aftercare services. Check in 2 weeks and monthly till case closure.
9. Actively communicate with staff internal and external to Childhaven to ensure case progress.

• **PROGRAMMATIC**

10. Flexibility in reporting to either Children's Advocacy Center office in Farmington, NM or satellite office in Gallup, NM. Farmington/Gallup travel required.
11. Actively participate in Child Abuse Multi-Disciplinary Team (MDT) meetings and Case Reviews in both counties
12. Participate in regular supervision and work on quality improvement via CQI and Peer Review.
13. Participate in regular self-care.
14. Actively participate in Child Abuse Multi-Disciplinary Team (MDT) meetings and Case Reviews in both counties.
15. Meet program goals, objectives, productivity standards, and outcomes.
16. Work with MDT members to assure the National Children's Alliance standards are met.
17. Assure separate staff persons are assigned to conduct the Forensic Interview and Family Advocate job duties for each case.
18. Follows Childhaven policies and procedures.
19. Other duties as assigned.

## **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 national or state recognized forensic interviewer training. Observation of 50 Forensic Interviews prior to conducting live interviews with supervisory assistance. Satisfactorily complete 3-5 mock interviews with supervisory staff and demonstrate 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. 24 hours approved training required per year to include trauma-informed practices.
  - a. 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, including trauma training.
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 well with a complex network of MDT partner agency personnel.

## **QUALIFICATIONS:**

1. Education and experience:
  - a. Associate's Degree related to social work, education, criminal justice, nursing, psychology plus three (3) years of experience working with children (or)
  - b. Bachelor's Degree related to social work, education, criminal justice, nursing, psychology plus two (2) years of experience working with children (or)
  - c. Master's Degree related to social work, education, criminal justice, nursing, psychology plus one (1) year of experience working with children.
2. Able to participate in weekly training, supervision and meetings in Farmington and Gallup 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. Must have reliable transportation and be eligible to become a driver for Childhaven (Age 25 or older, hold a current and valid NM Driver's License, and maintain a clean driving record).
5. Must pass local, state, and federal background checks (including fingerprints)
6. Must obtain and maintain CPR/First Aid, CPI certification and VOCA VAT training certificates.
7. Abide by state licensing regulations and standards, and Childhaven policies and procedures.
8. Bilingual (Spanish/English or Navajo/English) preferred.

**JOB DESCRIPTION – PART II**

**DIRECTIONS:** This form lists various physical and mental requirements that enable us to describe the requirements for the position listed above. One selection is to be made in each category.

None: Not required in this position	Occasional: Performed or encountered 1% to 33% of the work time	Regular: Performed or encountered 34% to 66% of work time	Frequent: Performed or encountered 67% to 100% of work time
1. Mobility, Climbing 2. Lifting/Carrying 21 to 30 Pounds 3. Lifting/Carrying 31 to 50 Pounds 4. Lifting/Carrying more than 50 Pounds 5. Environmental Conditions - Dust, Smoke, Fumes	6. Operating Office Equipment (Other than Computer) 7. Speaking to Large Groups 8. Lifting/Carrying 5 Pounds 9. Lifting/Carrying 6 to 20 Pounds 10. Mobility, Crawling 11. Environmental Conditions Indoors - Cold/Heat 12. Environmental Conditions Outdoors – Rain, Snow, Cold, Heat 13. Driving Company Vehicle	14. Sitting For Long Periods 15. Using Computer 16. Move Freely About Office 17. Using Telephone 18. Mobility, Walking 19. Mobility, Standing 20. Mobility, Bending 21. Visual Requirements Close-up Work 22. Visual Requirements Reading Computer Monitor 23. Visual Requirements Reading for Long Periods 24. Produce Written Documents 25. Dexterity, Handling Objects 26. Dexterity, Reaching for Objects 27. Dexterity, Grasping Objects 28. Dexterity, Fingering/ Touching Objects 29. Dexterity, Ability to Feel Objects 30. Hearing on the Telephone 31. Speaking in Person 32. Speaking on the Telephone 33. Exposure to Stressful Situations 34. Public Contact, via Telephone 35. Decision-making Stress 36. Environmental Conditions – Noise	37. Visual Requirements Overall Vision: 38. Hearing Normal Speech 39. In Person, Public Contact 40. Concentration

Please list any pre-existing medical conditions that may limit your ability to perform the job requirements. If not applicable, write N/A.

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**SIGNATURES:** 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. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position. Failure to complete these duties may result in termination or resignation.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_