

CHILDHAVEN, INC.

JOB DESCRIPTION

JOB TITLE: Forensic Interviewer
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 with a 1-hour lunch.

GENERAL STATEMENT OF DUTIES:

The purpose of a Children's Advocacy Center (CAC) Forensic Interviewer (FI) is to work alongside other service professionals to jointly investigate cases of child abuse/neglect. The FI performs legally sound and developmentally appropriate forensic interviews of child abuse victims or witnesses of a crime in a child-friendly setting.

PRIMARY DUTIES:

Forensic Interview

1. Demonstrate competency in conducting forensic interviews, advocacy, and child abuse investigations.
2. Coordinate scheduling of Forensic Interviews with sexual assault medical/services (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 while simultaneously following the nationally recognized practice guidelines American Professional Society Abuse of Children (APSAC) and/or National Children's Advocacy Center (NCAC) forensic interview protocol.
5. Assist clients with crisis management and resolution of client issues, as appropriate for the role of Forensic Interviewer.
6. 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. FIs shall maintain an updated Curriculum Vitae (CV) for use in court documenting all education, experience, training, professional associations and accomplishments.
7. Complete a minimum of 35 hours of national or state recognized forensic interviewer training (APSAC or NCAC). 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.
8. Demonstrate professional experience with children, experience with children with special needs a plus.

Programmatic

6. Have flexibility to travel to the satellite office in Gallup, NM. Farmington/Gallup travel as needed.
7. Participate in staff meetings and regular supervision to work on quality improvement areas. Incorporating supervisor and Multi-Disciplinary Team (MDT) feedback to adapt your practice to the needs of the child and team of investigators.
8. Participate in regular self-care and wellness activities.
9. Actively participate in Child Abuse Multi-Disciplinary Team (MDT) meetings and Case Reviews in both counties.
10. Meet program goals, objectives, productivity standards, and outcomes.
11. Continue to review the San Juan County and McKinley County protocols and the National Children's Alliance standards to ensure the outcomes are met.
12. Assure separate staff persons are assigned to conduct the Forensic Interview and Family Advocate job duties for each case.
13. Participate in a formalized FI peer review process, minimum of twice annually having your interviews critiqued.
14. Complete 24 hours approved training certificates required per year to include trauma-informed practices and continuing education in the field of child maltreatment and/or forensic interviewing and CVRC/VOCA training per year.
15. Abide by NMCA standards and Childhaven policies and procedures.
16. Follow supervisor's directions and other duties as assigned

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. 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).
3. Must pass local, state, and federal background checks (including fingerprints)
4. Must obtain and maintain CPR/First Aid, CPI certification and VOCA VAT training certificates.
5. Bilingual (Spanish/English or Navajo/English) preferred.
6. Working knowledge of child development and psychodynamics of child abuse, sexual abuse, domestic violence, and family dynamics.
7. The ability to communicate with a wide range of children of various cultures specific to our geographic area.
8. Familiarity with social services, law enforcement and the court system.
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. Cultural awareness and sensitivity: 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.