

CHILDHAVEN, INC.

JOB DESCRIPTION

JOB TITLE: Forensic Interviewer/Family Advocate
FLSA STATUS: Non-Exempt (Hourly)
REPORTS TO: Children's Advocacy Center Program Director
HOURS: Non Exempt, Part-time

GENERAL STATEMENT OF DUTIES:

The purpose of a Children's Advocacy Center (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 Interviewer

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 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.
4. Assist clients with crisis management and resolution of client issues, as appropriate for the role of Forensic Interviewer. Perform duties of 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. FI's shall maintain an updated Curriculum Vitae (CV) for use in court documenting all education, experience, training, professional associations and accomplishments.
6. Assure all documentation is completed for client records including proper chain of evidence is followed for managing tape custodian, striving for a 100% accuracy rate and cross checks own data input.

Family Advocate

1. Complete documentation and accurate data entry of forensic interview and family advocate program data.
2. Assure completion of Crime Victim Reparation Commission (CVRC) compensation application for each victim of crime.
3. Assure the linkage of clients and affected family members to mental health and aftercare services. Continue to engage with family within 2 weeks post interview and regularly until case closure.
4. Actively communicate with staff internal and external to Childhaven to ensure case progress.

Programmatic

1. Flexibility in working primarily at the Children's Advocacy Center office in Farmington, NM and weekly travel to satellite office in Gallup, NM., travel required.
2. Work with quality improvement mindset, incorporating supervisor's and Multi-Disciplinary Team (MDT) feedback.
3. Participate in regular self-care to best handle any vicarious trauma.
4. Actively participate in Child Abuse Multi-Disciplinary Team (MDT) meetings, Case Reviews in both counties and staff meetings.
5. Meet program goals, objectives, productivity standards, and outcomes.
6. Continue to review the San Juan County and McKinley County protocols and the National Children's Alliance standards to ensure the outcomes are met.
7. Assure separate staff people are assigned to conduct the Forensic Interview and Family Advocate job duties for each case.
8. Follow supervisor's directions and other duties as assigned. Participate in regular supervision.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Demonstrated professional experience with children, experience with children with special needs a plus.
2. Working knowledge of child development and psychodynamics of child abuse, sexual abuse, domestic violence, and family dynamics.
3. Ability to manage emotional dynamics in high stakes conversations.
4. Ability to build rapport and maintain neutrality.
5. Excellent oral and written communication skills, able to adapt language for clarity and developmental level.
6. Practices active listening skills and able to detect non-verbal cues and emotional responses.
7. Must have good computer skills, familiarity with Microsoft Office
8. Knowledge of local community resources and social service delivery systems.
9. Skilled in providing crisis intervention services to victims and/or their families.
10. Good organizational skills
11. Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental ability, sexual preference, and gender identify/expression.
12. Ability to work well with a complex network of MDT partner agency personnel (social services, law enforcement, medical, mental health, and prosecution).
13. Ability to uphold ethical and legal confidentiality standards and recuse oneself on cases if any conflict of interest exists (friend, family, etc.)

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. Demonstrated competency in conducting forensic interviews, advocacy, and child abuse investigations.
3. Annual- 24 hours of approved continuing education in the field of child maltreatment and/or forensic interviewing required per year, including trauma-informed practices.
4. 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.
5. Able to work and participate in weekly training and supervision meetings in Farmington and Gallup and attend 2 formal sessions of peerreview twice per year.
6. 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).
7. Must pass local, state, and federal background checks (including fingerprints)
8. Must obtain and maintain CPR/First Aid, CPI certification and VOCA VAT/CVRC training.
9. Abide by state licensing regulations and standards, and Childhaven policies and procedures.
10. 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.

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: _____