

## *Children's Advocacy Center for Denton County*

### **Position Description**

**Last Revised 03/30/18**

**Position Title:** Forensic Interviewer

**Reports to:** Forensic Interviewer Supervisor

**Classification:** Non-exempt, full-time

#### **Definition:**

This position conducts detailed forensic interviews with child victims of severe abuse. This is a position consisting of working with multi-agencies to assist in the investigation of severe child abuse cases. The person filling this position must possess a working knowledge of investigative and prosecution agencies. Also, this staff member must demonstrate excellent interpersonal skills, ability to communicate well both orally and in writing, have strong organizational skills, must be able to work well with a multi-disciplinary team and exhibit professional demeanor and high professional ethics. This staff member must demonstrate professionalism and excellent interpersonal skills with clients, coworkers and team members and maintain composure in high stress situations.

#### **Duties:**

##### **Forensic Interviews:**

- Coordination, scheduling and performing forensic interviews of children ages 2 and older that are suspected of having been sexually or severely physically abused or witnessed violent crime upon the request of Child Protective Services, law enforcement, or the District Attorney's Office.
- Documenting services provided to clients and to the multidisciplinary team.
- Participate in team activities including multidisciplinary case reviews.
- Prepares for and provides court testimony upon request, or attends in support of clients and team.
- Maintaining interview skills, including attending regional and in-house peer review, observing forensic interviews conducted by other trained forensic interviewers, self-critique and staying up to date on research and best practice.
- Maintain and manage forensic interview work product.
- Partnering with CACDC Family Advocates for effective service delivery.
- Other duties as assigned.

##### **Minimum Qualifications:**

- Bachelor's degree in social work, criminal justice, or related field with at least 1 year related experience.
- Bilingual in English/Spanish preferred but is not required
- Experience working with law enforcement, CPS, DA's Office preferred.
- Experience working with children and families and knowledge of child abuse issues, preferred.
- Training (licenses and certifications): Must be willing to be trained and receive ongoing training and peer review in the field of forensic interviewing.