

Dunebrook Job Description

Job Title: Forensic Interviewer
Department: CAC
Reports To: CAC Director
FLSA Status: Exempt
Prepared By: Angie Marsh and Pam Higley
Prepared Date: 7/18/2018
Approved By: Angie Marsh
Approved Date: 7/18/2018

Summary

A full time professional position responsible for conducting highly specialized interviews of children reported to be victims of abuse and/or neglect.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Conduct forensic interviews of children and adolescents of alleged abuse, usually during regular off hours but occasionally after-hours;

Facilitate pre/post interview multidisciplinary case staffing;

Respond to subpoenas and testify when requested;

Participate in case reviews and present cases when requested;

Assist CAC Director with collecting and entering data into the case tracking system;

In the case of CAC Director absence, attend Dunebrook's monthly management meetings and report on CAC monthly data and any additional CAC program status news;

Participate in department supervision, peer review, professional development and on-going training activities including being trained in Forensic interview technique;

Must be willing to drive throughout four (4) counties for meetings, hearings, and possible interviews;

Act as a community liaison and representative of the agency;

Conduct professional and community in-service trainings about interviewing and/or the dynamics of child abuse;

Exemplify leadership in improvement and assistance with the development of CAC programs and services;

Assist with coordinating interview schedule;

Help with fundraisers and special events;

Assist CAC director with administration including grant writing;

Assist with Family Advocacy services;

Maintain office and provide day to day administrative duties including mail, phones, filing and distribution of information;

Perform other tasks and responsibilities as requested.

Competencies

Must be able to work well with children;

Must be able to work in stressful situations and utilize self-care methods;

Must be able to meet on-call requirements to respond to crisis intervention;

Must be able to work with a variety of people, including clients and their families, professionals in the areas of law enforcement, medicine, education and agency employees;

Must possess strong organizational skills;

Must be able to adapt well to the structure and environment of the center and satellite office.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree in social work, criminal justice, education or a related field or a Master's Degree in Social Work. A minimum of two (2) years of professional experience working with children and families where abuse and violence are identified issues is required. Requires professional experience in working with the criminal justice or child welfare system and has been or will be trained in a Forensic Interview technique before the contract period.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions;

Must be able to deal with a variety of emotions under stressful situation and be able to deal with people who may be very upset. Emotional stability and personal maturity are important attributes in this position;

Requires normal range of hearing, eyesight, coordination and manual dexterity sufficient to record, prepare and communicate reports and operate office equipment;

Requires ability to lift 40 pounds to waist height;

The noise level in the work environment is usually moderate;

Ability to travel as required, must have a valid driver license and dependable transportation;

Work Environment

The job description focuses on the essential functions of the position. Other duties may be assigned from time to time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees are required to pass a criminal background check on an annual basis and hold a valid driver's license and auto insurance.

Dunebrook, Inc. is an equal opportunity employer and does not discriminate in the recruitment, employment, promotion, or transfer of qualified personnel, or in the administration of personnel practices based upon age, sex, race, ethnicity, nationality, handicap, or religion.

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I have reviewed this job description with my supervisor, and I understand the job requirements and responsibilities.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Executive Director's Signature: _____ **Date:** _____