**TITLE: Forensic Interviewer/Family Advocate**

CHILDHAVEN INC.

JOB DESCRIPTION

**FLSA STATUS: Non-exempt – Full-time Hourly**

**REPORTS TO:** **Children’s Advocacy Center (CAC) Program Director**

**GENERAL STATEMENT OF DUTIES:**

**FORENSIC INTERVIEWER**

* Responsible for the delivery of legally sound forensic interviews of child abuse victims or witnesses of a crime in a child-friendly setting.

**FAMILY ADVOCATE**

* Responsible for the delivery of support services to families, linking them with community resources and teaching them how to access those resources.

**PRIMARY DUTIES:**

**FORENSIC INTERVIEWER**

* Coordinate scheduling of Forensic Interviews with the investigative team of child protective services CPS), law enforcement (LE), and the district attorney’s office.
* Consult with CPSs and Law Enforcement prior to interview to collect collateral knowledge of LE report and CPS history and needs of children being interviewed.
* Conduct legally sound, child-friendly forensic interviews that minimize the traumatic effect on the child. Forensic Interviews are only conducted on child abuse victims and not if the child is sexually acting out with other children.
* Participate in regular supervision and work on quality improvement via CQI and Peer Review.
* Participate in regular self-care
* Participate in Child Abuse Multi-Disciplinary Team (MDT) monthly meetings & Case Reviews.
* Meet program goals, objectives, productivity standards, and outcomes.
* Work with MDT members to assure the National Children’s Alliance standards are met.
* Maintain accurate records of Forensic Interview program data in NCA Trak and program reports.
* Assure all documentation is completed for Forensic Interview files, including proper chain of evidence is followed for managing tape custodian.
* Assist clients with crisis management and resolution of client issues, as appropriate for the role of Forensic Interviewer

**FAMILY ADVOCATE**

* Confirm with supervisor staff role on each case as separate staff persons are assigned to conduct the Forensic Interview and Family Advocate job duties for each case.
* Assure all clients are referred for mental health and medical follow-up.
* Assure linkage of clients to advocacy services and aftercare services (coordinate times and duties with Services Coordinator, Childhaven therapeutic services, etc.).
* Provide emotional support and crisis intervention to clients and their family members.
* Empower family to make connections to needed resources, problem solve and set goals for themselves.
* Work closely with other community service providers to ensure the best outcome for the families, documenting all services, referrals, and follow-up calls/meetings in NCA Trak.
* Communicate with staff internal and external to Childhaven to ensure that children/families are served by the appropriate agency/program and their cases do not fall through the cracks.
* Act as a liaison between the client/family and the investigative team when necessary.
* Provide periodic follow-up contact with client/family/non-offending caregiver/guardian throughout the life of the case, but especially during the first two weeks.
* Facilitate family interactions, utilizing a strengths-based approach, provide education about the coordination, multidisciplinary response, dynamics of abuse, victim rights, case status, court education, protective orders, housing, public assistance, domestic violence intervention.
* Gather data and all information necessary to track outcomes of the program. Prepare monthly and annual statistics and update NCA database.
* Participate in the Child Abuse Multi-Disciplinary Team and networking meetings as assigned.
* Follow Childhaven Policies and Procedure.

**JOB KNOWLEDGE:**

**FORENSIC INTERVIEWER & FAMILY ADVOCATE**

* Demonstrated competency in conducting forensic interviews, advocacy, and child abuse investigations.
* Documentation of a minimum of 35 hours of nationally or state recognized forensic interviewer training. Observation of 50 Forensic Interviews prior to conducting live interviews with supervisory assistance. Satisfactorily completing 3 mock interviews with supervisory staff and demonstrated competence with Forensic Interviewing skills prior to conducting solo interviews without supervisor present in a monitoring capacity.
* Working knowledge of child development and psychodynamics of child abuse, sexual abuse, domestic violence, and family dynamics.
* Ability to communicate with a wide range of children of various cultures specific to our geographic area.
* Familiarity with child protective services, law enforcement, sexual assault services, mental health and physical health care and the court system.
* Demonstrated professional experience with children; experience with children with special needs a plus.
* Participation in a formalized peer review process, minimum of twice annually of your forensic interviews.
* Ability to work under stress and practice self-care
* Attention to detail, maintain a high standard and quality of work.
* Working knowledge of human development, family dynamics, mental health, substance abuse, child abuse and domestic violence.
* Excellent oral and written communication skills and organizational skills.
* Familiarity with community services and social services delivery systems.
* Skilled in working in a culturally diverse environment.
* Competence with Microsoft Office and Excel.
* Continuing education in the field of child development/maltreatment, client and family advocacy, and forensic interviewing consisting of a minimum of 24 hours per every year in a variety of disciplines.

**QUALIFICATIONS:**

**FORENSIC INTERVIEWER & FAMILY ADVOCATE**

* Master’s Degree related to social work, education, criminal justice, nursing, psychology (or)
* Bachelor’s Degree with two (2) years experience related to social work, education, criminal justice, nursing, psychology. Ability to pass fingerprint clearance/background check.

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­

**JOB DESCRIPTION – PART II**

Position:  **Forensic Interviewer/ Family Advocate**

**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.

N/A or None: Not required in this position

Occasional: Performed or encountered 1% to 33% of the work time

Frequent: Performed or encountered 34% to 66% of work time

Constant: Performed or encountered 67% to 100% of work time

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| **Sitting For Long Periods:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant | **Operating Office Equipment** (Other than Computer)**:**  1. N/A  2. **Occasional**  3. Frequent  4. Constant | **Using Computer:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant | **Move Freely About Office:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant | **Using Telephone:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant |
| **Mobility, Walking:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant | **Mobility, Standing:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant | **Mobility, Bending:**  1. N/A  2. Occasional  3**. Frequent**  4. Constant | **Mobility, Climbing:**  1. **N/A**  2. Occasional  3. Frequent  4. Constant | **Mobility, Crawling:**  1. N/A  2. Occasional  3.  **Frequent**  4. Constant |
| **Visual Requirements**  **Overall Vision:**  1. N/A  2. Occasional  3. Frequent  4. **Constant** | **Visual Requirements**  **Close-up Work:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant | **Visual Requirements**  **Reading Computer Monitor:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant | **Visual Requirements**  **Reading for Long Periods:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant | **Produce Written Documents:**  1. N/A  2. Occasional  3. **Frequent**  4. Constant |
| **Dexterity, Handling Objects:**  1. None  2. Occasional  3. **Frequent**  4. Constant | **Dexterity, Reaching for Objects:**  1. None  2. Occasional  3. **Frequent**  4. Constant | **Dexterity, Grasping Objects:**  1. None  2. Occasional  3.  **Frequent**  4. Constant | **Dexterity, Fingering/ Touching Objects:**  1. None  2. Occasional  3.  **Frequent**  4. Constant | **Dexterity, Ability to Feel Objects:**  1. None  2. Occasional  3. **Frequent**  4. Constant |
| **Hearing Normal Speech:**  1. None  2. Occasional  3. Frequent  4. **Constant** | **Hearing on the Telephone:**  1. None  2. Occasional  3. **Frequent**  4. Constant | **Speaking in Person:**  1. None  2. Occasional  3. **Frequent**  4. Constant | **Speaking on the Telephone:**  1. None  2. Occasional  3. **Frequent**  4. Constant | **Speaking to Large Groups:**  1. None  2. **Occasional**  3. Frequent  4. Constant |
| **Exposure to Stressful Situations:**  1. None  2. Occasional  3. **Frequent**  4. Constant | **In Person, Public Contact:**  1. None  2. Occasional  3. Frequent  4.  **Constant** | **Public Contact, via Telephone**  1. None  2. Occasional  3. **Frequent**  4. Constant | **Decision-making Stress:**  1. None  2. Occasional  3. **Frequent**  4. Constant | **Concentration:**  1. None  2. Occasional  3. Frequent  4. **Constant** |

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| **Lifting/Carrying 5 Pounds:**  1. None  2. **Occasional**  3. Frequent  4. Constant | **Lifting/Carrying 6 to 20 Pounds:**  1. None  2. **Occasional**  3. Frequent  4. Constant | **Lifting/Carrying 21 to 30 Pounds:**  1. **None**  2. Occasional  3. Frequent  4. Constant | **Lifting/Carrying 31 to 50 Pounds:**  1. **None**  2. Occasional  3. Frequent  4. Constant | **Lifting/Carrying More than 50 Pounds:**  1. **None**  2. Occasional  3. Frequent  4. Constant |
| **Environmental Conditions – Noise:**  1. None  2. Occasional  3. **Frequent**  4. Constant | **Environmental Conditions – Dust, Smoke, Fumes:**  1. **None**  2. Occasional  3. Frequent  4. Constant | **Environmental Conditions Indoors – Cold/Heat:**  1. **None**  2. Occasional  3. Frequent  4. Constant | **Environmental Conditions Outdoors – Rain, Snow, Cold, Heat:**  1. **None**  2. Occasional  3. Frequent  4. Constant | **Driving Company Vehicle:**  1. None  2. **Occasional**  3. Frequent  4. Constant |

Additional Requirements for this Position:

2. Occasional 3. Frequent 4. Constant

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2. Occasional 3. Frequent 4. Constant

2. Occasional 3. Frequent 4. Constant