

POSITION: Forensic Interviewer/Family Advocate

- Full Time Exempt Position
- All Employees must cooperate in a criminal history check

BASIC FUNCTION:

Under the supervision of the Program coordinator the Forensic Interviewer/Family Advocate is responsible for facilitating all stages of the forensic interview process including assessment of child development, pre interview staffing with referring agencies, conducting the forensic interview, post interview case reviews, and management of case tracking and statistical reports. Responsible for providing family advocacy on cases in which they are not assigned as the forensic interviewer. The forensic interviewer/family advocate will also assist in the coordination all Multidisciplinary Team meetings and attend Child Fatality Review Team meetings.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintain updated case listing for both Bell, Coryell and Milam Counties.
- Provide monthly status report of cases to Program Coordinator

FORENSIC INTERVIEWER ROLE:

- Conduct interviews of alleged victims of child abuse and witnesses of violent crime from age two years through seventeen years and possibly mentally challenged adults.
- Foster an environment that is sensitive to a child's cognitive, emotional, and psychological development, without leading a child in questioning.
- Meet with non-offending family members and MDT members during case assessment, participate in MDT case review meetings, and coordinate with team members throughout the multidisciplinary, interagency response.
- Provide court testimony regarding cases.
- Assist in maintaining records of services provided.
- Perform job duties in accordance with professional ethics and organizational policies and procedures.
- Effectively work with others in a team environment and maintain composure in high stress situations.
- Demonstrate professionalism and excellent interpersonal skills with clients, co-workers, and MDT members.
- Participate in regular peer review and supervisory review sessions in which job proficiency is assessed.
- Stay current on forensic interviewing trends and literature and pursue professional development in the field of child abuse.
- Adherence to confidentiality policy

FAMILY ADVOCACY ROLE:

- Meets and assists families during the interview process. Acts as an advocate for child victims and their non-offending family members by providing support and follow up services beyond the forensic interview and investigation.
- Assists families with gathering information for and filling out Crime Victim's Compensation paperwork and follows up on the completion and filing of such paperwork.
- Maintains communication with forensic interviewers and therapist regarding

Cases that are going to court in order to re-establish contact and assist families to engage them in the CAC's court room orientation/accompaniment services.

- Provides case management services including: Victim's Rights and Compensation explanation and assistance and referrals for mental health services, medical evaluations, and other social services.
- Provides follow-up phone calls to families who access services at the CAC. Any cases that were ruled out do not need follow-up phone calls. Follow-up phone calls will take place one month after the CAC interview for all other cases. After that, only those who are referred for case management will continue to receive monthly phone calls.
- Provides support to mental health staff in areas such as family support group, evaluation and outcome measurement. Maintains therapy referral list to include keeping MOU agreements with outside therapists up to date
- Provide court testimony as necessary.

Additional Responsibilities:

- Other duties as assigned by the Executive Director.
- Display a professional and positive attitude and acts as a supportive team member.
- Participate in fund raising events and community awareness events.
- General office management.

SPECIAL ABILITIES AND KNOWLEDGE:

1. Experience with diverse cultures, languages, and situations.
2. Ability to communicate well orally and in writing.
3. Experience working with children and families in crisis.
4. Knowledge of and experience in working with child abuse issues.
5. Ability to organize a variety of tasks and deal with a variety of people.
6. Excellent telephone skills.
7. Possess computer skills.
8. **Bilingual (Spanish/English) abilities highly desirable but not required.**

QUALIFICATIONS:

Bachelor's degree in Criminal Justice or Social Sciences preferred. Experience in related field may be substituted for education under special circumstances. Knowledge of child abuse and neglect dynamics and criminal justice procedures required. Ability to engage children and gain their trust to ensure participation in forensic interview required. Must have understanding of child developmental stages. Excellent organizational, writing and oral skills required. Computer literacy in all Microsoft

Office products, specifically in the use of spreadsheets, databases and presentation software and be comfortable in using the internet as a resource tool is required. Bilingual preferred.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned or delegated.