

POSITION TITLE: Forensic Interviewer

(Full Time, Salaried, Exempt)

SUPERVISED BY: Executive Director

DEFINITION: A professional position charged with interviewing child victims of reported sexual abuse and coordinating services for the child and family. Experience in grant writing, public relations.

DUTIES:

Responsibilities of the Forensic Interviewer Position include but are not limited to the following:

- Coordinate interview schedules with members of the multidisciplinary team (MDT)
- Obtain information from relatives/caregivers of the child prior to the interview.
- Facilitate MDT pre and post interview staffing and other case review meetings.
- Interview children alleging sexual abuse using forensic interviewing techniques in accordance with the Interviewing Protocol.
- Provide brokerage services to children and families and link them to other agencies that can assist them.
- Ensure the psychosocial well-being of the child
- Maintain case and advocacy center statistics.
- Research grant opportunities and assist Director in grant writing and tracking.
- Assist Executive Director as needed.
- Other duties/programs as assigned.

QUALIFICATIONS: REQUIRED: Experience working with children/families, superior communication skills, both written and verbal, strong commitment to customer service, ability to work in a cooperative manner with diverse professional groups, knowledge of internet and strong computer skills.