



Job Description

Job Title: Forensic Interviewer
Department: CAC – Stevie’s Place
Reports to: CAC Manager
FLSA Status: Non-Exempt/Full Time
Revision Date: 12/1/2020

GENERAL POSITION SUMMARY

The forensic interviewer is responsible for conducting and coordinating child abuse forensic interviews and evaluations. The purpose of a CAC forensic interview is to obtain information from a child about abuse allegations that will support accurate and fair decision making by the MDT within the criminal justice, child protection, and service delivery systems. Forensic interviews are conducted in a manner that is developmentally and culturally sensitive, unbiased, fact-finding, and legally sound. The forensic interviewer may also assist with family advocacy in cases where they are not the forensic interviewer to support children and families in acquiring proper resources, navigating the process of the child abuse investigation, and being a liaison for families within the multi-disciplinary team response.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintenance of data and statistic collection and case tracking;
- Networks with community agencies, service providers and businesses to foster positive interagency working relationships;
- Conduct neutral fact-finding interviews with children ages 2-17 who are involved in child abuse investigations and/or are witnesses to violent crime;
- Collaborate and consult with law enforcement offices, department of children services, district attorney personnel and other multidisciplinary team members to obtain information regarding the developmental and social history of the child prior to the interview;
- Coordinate and conduct recorded interview of the victim with the participation of the multidisciplinary investigative team;
- Conducts follow-up interviews and/or evaluations when appropriate;
- Participate with the MDT Case Review
- Testify in civil and criminal court proceedings, as appropriate or requested, on the interview process and techniques as well as on specific interviews;
- Works a flexible schedule as required by the needs of the position. When scheduled responds to on-call emergency cases referred to Stevie’s Place;
- When not carrying out the forensic interviewer role this position may provide family advocacy services which includes assisting families in locating sources of support and helps them navigate through the investigatory process in an open, compassionate and professional way, while supporting Stevie’s Place and RCPC’s mission.

KNOWLEDGE, ABILITIES AND SKILLS:



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.

- Ability to communicate directly and respectfully;
- Ability to work under stressful conditions;
- Ability to learn, understand and respect the roles of each agency, represented by the Multidisciplinary Team;
- Advanced observation skills and knowledgeable in the observation of family dynamics to identify and implement appropriate interventions;
- Avid Multitasking;
- Detail oriented with a high level of accuracy; motivated and willing to take initiative;
- Team Oriented;
- Maintain strict confidentiality;
- Excellent oral and written communication skills;
- Excellent Interpersonal Skills;
- Dependable, consistent, and accountable;
- Knowledgeable of Alaskan cultures;
- Ability to apply working knowledge of parent-child interaction and the dynamics of child abuse and neglect with families in a non-judgmental manner with families;
- Experience and/or desire to work in a non-profit environment and with families and children.

EDUCATION/EXPERIENCE:

- Attend ChildFirst Alaska forensic interviewer training within 6 months of hire, (as soon as available);
- Training as a family advocate or ability to obtain 24 hours of family advocacy training upon hire;
- Academic training and practical experience in developmental stages of children and the dynamics and effects of intra and outer familial child abuse and neglect;
- Ability to testify effectively in civil and criminal proceedings;
- Working knowledge of Parent-child interaction, child development materials and the dynamics of child sexual abuse and neglect.

PREFERRED EDUCATION/EXPERIENCE:

- Bachelor's Degree in behavioral sciences such as psychology, sociology, social work, human services, child development or child education;
- Previous work experience at a Child Advocacy Center;
- Previous member of a CAC Multidisciplinary Team.

PHYSICAL DEMANDS

The physical demands and work environment 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 enable individuals with disabilities to perform the essential functions.

- Prolonged sitting or standing for long periods of time.
- Frequent walking.
- Frequent bending, stooping, reaching, pushing and pulling.



- Occasionally will lift up to 20 pounds.
- Normal vision range.
- Frequent rapid mental/hand/eye coordination and manual dexterity.

ACKNOWLEDGEMENT

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Resource Center for Parents & Children, Inc.
- I have read and understand this job description.
- My supervisor has reviewed this job description with me.

Print Employee Name:
Employee Signature:
Date:

Print Supervisor Name:
Supervisor Signature:
Date:

The above statements are intended only to describe the general nature and level of work to be performed by an employee assigned to this position. They are not intended to be construed either as an employment contract or as an exhaustive list of all responsibilities, duties, and skills required of persons so classified or assigned and are subject to change at the discretion of the employer.