**The Martin House Children’s Advocacy Center**

**Job Description**

**POSITION TITLE:** Forensic Interviewer

**REPORTS TO:** Program Director

**SCHEDULE:** Full Time; Non-Exempt

**JOB DESCRIPTION:**

The Forensic Interviewer conducts developmentally and age-appropriate interviews of children who are alleged victims of sexual and/or physical abuse or witnesses to violent crimes when requested by law enforcement, child protective services, or the prosecuting attorney. The Forensic Interviewer is a neutral person who is called upon to solicit details of the alleged abuse, or screen children who may be at-risk for abuse, as part of the investigative process. When not assigned as the Forensic Interviewer on a case, the person in this position may assist with coordinating follow-up services for abuse victims and non-offending family members, reviewing notifications of abuse and neglect, scheduling forensic interviews, or providing other support to co-workers and team members as needed. The Forensic Interviewer is also responsible for tracking client statistical data, consulting with members of the multidisciplinary team, participating in monthly case review team meetings, and testifying in court when subpoenaed. This is a full-time, 40-hours-per-week position. Evening and weekend hours may be required occasionally.

**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

* Conduct sensitive and thorough recorded forensic interviews with children (or adults with developmental delays or mental challenges) regarding allegations of abuse;
* Foster an environment that is sensitive to a child’s cognitive, emotional, and psychological development;
* Ensure information from the interview is entered into secure data tracking system and MDT case review lists;
* Consult with the multidisciplinary team about child abuse interviews as necessary;
* Testify in court when subpoenaed to clarify information obtained during forensic interviews;
* Assist in identifying client needs and encourage non-offending caregivers to participate in recommended services;
* Refer and/or schedule children and families to appropriate agencies for counseling or other ongoing support;
* Participate in and/or facilitate the multidisciplinary team case review meetings;
* Cultivate communication, collaboration, and cooperation among all CAC staff and partner agency members;
* Compile, complete, or review statistical reports, client and MDT survey data, and other information;
* Assist with training and supervising volunteers;
* Maintain strict confidentiality and cross-cultural awareness in the performance of all duties;
* Attend local, out-of-town, or overnight specialized training and peer review meetings as needed to stay current on best practices and trends;
* Adhere to professional ethics and standards in the performance of all duties at all times;
* Participate in community awareness events and abuse prevention presentations when necessary;
* Data entry, filing, answer phones, and other general office duties;
* Other duties as assigned by the Program Director or Executive Director

**MINIMUM REQUIREMENTS:** Bachelor’s degree from an accredited university in child development, psychology, social work, or related field. Forensic Interview Training/Certification and one-year experience within a Children’s Advocacy Center setting. Bilingual (English-Spanish) proficiency highly preferred. Basic knowledge of child development, memory, recall, trauma, cultural awareness, and linguistics. Must relate and communicate well with children of diverse ages, races, and backgrounds, possess a basic knowledge of child protection and legal systems, and have excellent facilitation skills. Must be team-focused and work exceptionally well with co-workers and partner agency members. The ideal candidate will be detail-oriented with excellent computer skills, passionate about helping children and families overcome abuse, and committed to the mission of The Martin House CAC. Must be available to travel out-of-town for training or other work-related purposes and work irregular hours as needed. Must pass a thorough criminal background investigation.

**TO APPY:** The Martin House Children’s Advocacy Center is a small, but very busy, non-profit organization serving children affected by abuse in Gregg, Harrison, and Marion Counties. Last year, more than 600 forensic interviews were conducted at the main office in Longview and satellite office in Marshall. We believe our team is the best because the children we serve deserve nothing less. The Martin House CAC offers a generous benefits package including health, dental, vision, and life insurance. Salary is commensurate with experience.

If you have the minimum requirements listed for the position and are interested in joining our team, submit a cover letter with résumé, including references, to roxanne@TheMartinHouseCAC.org or 606 W. Garfield Dr., Suite D, Longview, TX 75602 by December 31, 2016.

The Martin House Children’s Advocacy Center is an equal opportunity employer.