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

**Job Description**

**POSITION TITLE: Intake Specialist/Forensic Interviewer**

**REPORTS TO: Program Director**

**SCHEDULE: Full Time; Non-Exempt (Hourly)**

**JOB DESCRIPTION:**

The Intake Specialist/FI is an integral part of the collaborative multidisciplinary team (MDT) approach to child abuse investigation, intervention, and prosecution. The Intake Specialist is responsible for reviewing notifications of child abuse and neglect, by fax or email, from the Department of Family and Protective Services (DFPS) Statewide Intake, identifying cases that fit within the criteria of the CAC’s Working Protocols, facilitating the coordination of joint investigations and forensic interviews, and completing daily data entry and monthly reports. The Intake Specialist must establish and maintain open communication and healthy relationships with CAC co-workers, volunteers, and members from all partner agencies. The Intake Specialist will also be trained to conduct forensic interviews with children who are reported to be victims of abuse and will be responsible for interviewing approximately 15%-20% of the children brought to the CAC for services. The Forensic Interviewer strives to solicit details of the alleged abuse, or screen children who may be at-risk for abuse, as part of the beginning stages of the investigative process.

The ideal person in this position will work well independently, be extremely organized, communicate well verbally and in writing, and be assertive and proactive in contacting agency partners to schedule services for alleged child abuse victims. This position must cultivate strong, collaborative, team relationships, use sound judgment in assessing case information, and demonstrate exceptional facilitation skills. Evening and weekend hours may be required occasionally.

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

* Review and conduct preliminary assessments of DFPS Statewide Intake notifications of abuse and neglect received via email and/or fax;
* Complete intake case sheets, reports, or spreadsheets for each notification to track case progress;
* Identify notifications that fit within case criteria of the CAC’s working protocols with MDT members;
* Initiate process for more in-depth review of notifications that may align with case criteria to determine next steps;
* Contact, collaborate with, and facilitate coordination of joint investigations and forensic interviews with personnel from partner agencies to schedule interviews and/or add cases for discussion during case review meetings;
* Maintain and update schedule/calendar of forensic interviews or other services;
* Establish and cultivate open, on-going communication, collaboration, and cooperation with all CAC staff and partner agency members;
* Maintain strict confidentiality and cross-cultural awareness in the performance of all duties;
* Produce statistical and tracking reports regarding Statewide Intake activity and outcomes;
* 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 forensic 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;
* Participate in and/or facilitate the multidisciplinary team case review meetings;
* Compile, complete, or review statistical reports, client and MDT survey data, and other information;
* Assist with training new MDT members and 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, answering phones, and general office duties;
* Other duties as assigned by the MDT Coordinator or Program Director or added to the scope of responsibility for the position

**MINIMUM REQUIREMENTS:** Bachelor’s degree, preferably in social work, psychology, law enforcement, administration, or related field plus six months of applicable experience. Prior relevant work experience with DFPS and knowledge of CPS definitions and acronyms highly desirable. Sound reasoning, judgment, and high professional standards a must. Bilingual (English/Spanish) candidates encouraged to apply. Knowledge of group dynamics and effective facilitation strategies a plus. Excellent organizational and scheduling skills; outstanding written and verbal communication abilities; effective interpersonal and collaborative skills. Must be able to focus under pressure with interruptions and meet strict deadlines. Must perform job duties independently, proactively, and with a variety of people in a team setting. Position involves sensitive and confidential information about child abuse victims and partner agency personnel at all levels. Strict confidentiality must be maintained. Must pass a thorough criminal background investigation.

**TO APPLY:**

Interested candidates should email a résumé and cover letter to roxanne@themartinhousecac.org. No phone calls or in-person requests for interviews please. The Martin House Children’s Advocacy Center is an equal-opportunity employer.

*The mission of The Martin House Children’s Advocacy Center is to ensure that every child*

*who is a victim of abuse and comes to our center has an opportunity to be heard, feel protected,*

*and receive services that are vital to his or her continued safety and future well-being.*