

CARE House of Oakland County

Job Description

Position: Forensic Interviewer

Department: Intervention

Supervisor: Director of Intervention

Supervises: N/A

Responsibilities:

1. Conduct forensic interviews using the Michigan Forensic Interviewing Protocol ensuring the psychosocial well-being of the child through the interview process.
2. Identify difficult case dynamics based on needs for a case review process.
3. Prepare a detailed record of forensic interviews for the purpose of legally defensible court testimonies and keep updated record of case outcomes.
4. Attend and testify at court hearings when subpoenaed.
5. Coordinate multi-disciplinary team meetings with law enforcement, Children's Protective Services, Oakland County Prosecutor's Office, and CARE House staff.
6. Complete all mandatory case documentation and maintain confidentiality of all case information.
7. Attend conferences, seminars, meetings, etc. for the purpose of collaboration and training with other organizations and continuing education.
8. Perform all other duties as assigned.

Education Required:

Bachelor's degree in social work or related field; master's degree in social work or related field is preferred.

Experience Required:

Six months of experience working in a human services position in a child advocacy center. Must have some experience with Forensic Interviewing of children. Must have excellent written, verbal, and interpersonal communication skills. Must be able to cope in highly intense situations and conduct self in professional manner. Must have essential understanding of Michigan Forensic Interviewing Protocol, NCA standards and implementation of best practices. Must have knowledge regarding the dynamics of child sexual and physical abuse, crisis management skills, and ability to function within a multi-disciplinary team.

Other Requirements:

Must have a valid driver's license, reliable transportation, and proof of automobile insurance. Minimal travel to area hospitals, court, training locations, and special events.

Language Skills: Bilingual language skills are preferred.

Date Updated: June 10, 2019