



## FORENSIC INTERVIEWER Job Description

**Position:** Forensic Interviewer

**Term:** Full-time, Exempt

**Hours:** 40 hours per week

**Start Date:** June 1, 2019

### DESCRIPTION

Under the direct supervision of the CAC Program Director, the Traverse Bay Children's Advocacy Center (TBCAC) seeks a full-time Forensic Interviewer to join its intervention staff in responding to child victims of sexual abuse, physical abuse, and violence. This position conducts evidentiary interviews for alleged child victims at the request of law enforcement and/or child protective services. Additional case management responsibilities include coordination of multidisciplinary team meetings, documentation of forensic interviews, and entering information in the client database. This position is also cross-trained to provide advocacy support as needed.

### RESPONSIBILITIES

#### Forensic Interviews

- Conduct forensic interviews per protocol established by the Prosecuting Attorneys Association of Michigan and following National Children's Alliance guidelines
- Review pertinent client information prior to a forensic interview
- Assist with scheduling forensic interviews to ensure that appropriate partner agencies and/or legal guardians are present
- Facilitate pre- and post-interview meetings with the multidisciplinary team (MDT)
- Prepare investigative interview summary from team notes and distribute copies to law enforcement and child protective services
- Coordinate and prepare for case review meetings with the Family Advocate
- Complete statistical grant reporting as directed by the CAC Program Director
- Participate in peer review opportunities and training in best practices; schedule, facilitate, and track forensic interview peer review trainings
- Coordinate trainings for MDT and other appropriate agencies
- Maintain professional relationships with all MDT members
- Maintain the archived forensic interview file per TBCAC Protocol
- Ensure recording equipment and interview supplies are adequate for optimal performance
- Fulfill case management duties of maintaining database and information sharing

#### Other Duties

- Advocacy services as assigned, including follow-up calls to caregivers, referrals for offsite services, and other community resources to resolve issues related to victimization
- Travel to monthly case review meetings in seven jurisdictions

- Attend staff meetings and participate in staff functions
- As requested by the CAC Program Director

### **Required Qualifications**

- Bachelor's degree required; master's degree in a human services-related field preferred
- Minimum two years' experience working with children in the area of child abuse, crisis intervention, child development and/or the criminal justice system
- Ability to relate to children and adults of all ages, races, ethnicities, and socio-economic backgrounds as well as professionals across multiple disciplines and individuals in crisis situations
- Comfortable with technology, including computer for report writing and video recording equipment

### **Certification/Licensure:**

- Completion of State of Michigan 3-day Forensic Interview training put on by the Prosecuting Attorneys Association of Michigan (PAAM)
- Must be able to document satisfactory completion of competency-based child abuse forensic interview training that includes child development with a minimum of 40 hours of nationally or state recognized forensic interview training

### **Skills and Abilities**

- Demonstrated ability to communicate in both oral and written forms
- Demonstrated ability to effectively function on a team
- Demonstrated ability to produce legible and accurate written reports

### **Desired Qualifications**

- Capacity for empathy
- Ability to self-reflect
- Open to feedback
- Strong interpersonal skills
- Flexibility

### **Compensation**

- Competitive salary, available upon inquiry
- Individual healthcare coverage
- Simple IRA with up to 3% match
- Earned Time Off
- Paid Holidays

### **TO APPLY**

Send letter of interest and resume to Amelia Siders, PhD, CAC Program Director, at [asiders@traversebaycac.org](mailto:asiders@traversebaycac.org).

**Application Deadline:** Ongoing until filled.

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Traverse Bay Children's Advocacy Center is a regional response center for the protection and wellbeing of children located in Traverse City, Michigan. Its mission is to bring justice, hope and healing to children and families harmed by sexual abuse, physical abuse, and violence, and to create communities within which all children are safe. [traversebaycac.org](http://traversebaycac.org)