



SERVING NORTHERN MICHIGAN SINCE 1977

**WOMEN'S RESOURCE CENTER  
OF NORTHERN MICHIGAN, INC.**

**THERAPIST / FORENSIC INTERVIEWER**

**PROGRAM:** Counseling and Advocacy Program

**SUPERVISED BY:** Counseling and Advocacy Program Director

**SUPERVISION OF:** N/A

**CLASSIFICATION:** Salary, Exempt

**SUMMARY:** A therapist in the Counseling and Advocacy Program provides counseling services for clients and conducts Forensic Interviews for the Children's Advocacy Center (CAC).

**DUTIES:**

1. Provide counseling, advocacy and forensic interviews in assigned satellite office(s) for individuals and families.
2. Meet appropriate Counseling and Advocacy Program goals and Children's Advocacy Center goals.
3. Document all aspects of services performed for, with or on behalf of a client and/or family.
4. Maintain case notes and other required documentation as dictated and outlined in agency policy and/or specific program contracts.
5. Respond to crisis calls and crises as necessary in the most safe, efficient and timely manner.
6. Be a part of, and abide by the requirements of on call.
7. Act as group leader/facilitator in support, counseling or educational groups.
8. Work with service agencies to ensure access to services for individuals and families.
9. Complete projects assigned by Counseling and Advocacy Program Director.
10. Schedule and complete forensic interviews using techniques in accordance with the Michigan Forensic Interviewing Protocol.
11. Facilitate pre- and post-interview meetings with the CAC Multi-Disciplinary Team (MDT).
12. Testify in court proceedings as requested or upon receipt of a subpoena for Forensic Interviews. Seek and maintain knowledge of applicable Federal and State laws relevant to interviewing and confidentiality.
13. Participate in CAC case review and peer review.
14. Maintain a good driving record and carry liability insurance for passengers in personal vehicle.

**OTHER RESPONSIBILITIES:**

1. Maintain confidentiality at all times.
2. Report any knowledge or suspicion of child abuse and neglect.
3. Be responsible for, and intercede when necessary, in identifying and acting on any aspects that could interfere with the safety and well-being of anyone coming in contact with the agency. Notify immediate supervisor or Assistant Director of any concerns regarding health and/or safety.
4. Read appropriate program and policy manuals (program PPM, Personnel Policies, Child Abuse Reporting, Computer PPM, etc.).
5. Adhere to, promote and enforce all rules, policies and standards as set forth by the program and the WRCNM recommending changes as appropriate or necessary.
6. Maintain a professional, courteous and helpful demeanor at all times when working at or representing the WRCNM.
7. Attend relevant conferences, trainings and meetings.
8. Participate in any community forum, committee or council as assigned by the immediate supervisor and/or Executive Director.
9. Allow flexibility in scheduling and job function.

**EDUCATION/TRAINING REQUIREMENTS:**

A minimum of a Master's Degree in a field related to human services, specific training and/or experience in direct counseling and working with individuals, couples, adolescents, family systems, sexual abuse, child abuse, domestic abuse and group counseling or more specific training to an individual job category. Completion of the Prosecuting Attorney's Associate of Michigan's Forensic Interview Training.

**LICENSING REQUIREMENTS:**

Maintain the appropriate credentials of licensure to practice as a professional and follow the rules and regulations for the profession as set forth by the State of Michigan and the Department of Licensing and Regulation.