

**CATHOLIC SOCIAL SERVICES OF WASHTENAW COUNTY**

4925 Packard Road, Ann Arbor, MI 48108-1521

Phone: (734) 971-9781 Fax: (734) 971-2730

**JOB DESCRIPTION**

Position Title: Lead Forensic Interviewer Job Code:  
Department: Washtenaw Child Advocacy Center Pay Grade:  
Employee Name: Date of Hire:  
Supervisor: WCAC Director

***By signing this job description, I indicate that I have read and understand the requirements and responsibilities that Catholic Social Services expects of me.***

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Overview:** The primary responsibilities for this position are to conduct interviews of children where there is suspected sexual abuse and/or severe physical abuse, and to train new forensic interviewers that will provide backup assistance as needed. Responsibilities also include coordination of pre and post conferences with families and the multi-disciplinary team (MDT), writing investigative interview summary reports, communication with law enforcement, maintaining client files, and providing follow up with family and team members as needed.

**Required Qualifications:**

**I. Education and Experience:**

- Required: Bachelor's degree in Social Work, Psychology, Counseling, Criminal Justice or related field with 5 years of experience in the area of child abuse, crisis intervention, child development and/or the criminal justice system.
- Preferred: Master's degree in Social Work, Psychology, Counseling, Criminal Justice or related field with two years experience in the area of child abuse, crisis intervention, child development and/or the criminal justice system preferred.

**II. Certificate/Licensure:**

- Completion of State of Michigan 3-day Forensic Interview training (Certificate provided at time of hire)
- Completion of Advanced Forensic Interview training

**III. Skills and Abilities**

- Background investigation required including criminal history check. No criminal conviction.
- Demonstrated ability to communicate in both oral and written forms.
- Demonstrated ability to effectively function in a MDT.
- Demonstrated ability to produce legible and accurate written reports.
- Demonstrated ability to utilize appropriate office technology.
- Demonstrated ability to relate to children and adults of all ages, races and socio-economic backgrounds.

**Assigned Duties/Responsibilities:**

**I. Essential Job Duties:**

- Reviews client cases.
- Obtains information from relatives/caregivers of the child prior to the interview.
- Facilitates MDT pre and post interview meetings and other case review meetings.
- Interviews child using forensic interviewing techniques in accordance with the Michigan Forensic Interviewing Protocol.
- Prepares investigative interview summary report from team notes and distributes copies to Law Enforcement and Child Protective Services/DHS.
- Trains and helps coordinate training for new for WCAC interviewers

- Provides supervision for new and back up forensic interviewers
- Provides peer review for WCAC forensic interviewers and local CAC forensic interviewers
- Represents the WCAC and CSSW at state and national conferences that are specific to forensic interviewing and child advocacy centers
- Provides training locally for multidisciplinary team members, including law enforcement, prosecutors and DHS staff, and others as requested.
- Maintains statistics.

**II. Supplemental Job Duties:**

- Attends training seminars and additional training as needed
- Attends all required CSS/WCAC staff meetings.
- Appropriately accesses, uses, and safeguards client and Agency Confidential or Protected Health Information in the performance of job duties.
- Performs other duties as assigned

**III. Reporting Relationships:**

- Reports to the WCAC Director

**IV. Working Conditions:**

- Possession of a valid Michigan Driver's license and available transportation during work hours.
- Requires flexible schedule to accommodate Agency needs
- Requires ability to work in multiple office sites
- Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.
- These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.