

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: Contingent Unit of Service Forensic Interviewer
Department: Washtenaw Child Advocacy Center

Employee Name: _____ Date of Hire: _____
Supervisor: _____

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: Unit of service position provides back-up interviewing services as program needs require. The primary responsibility of this position is to conduct interviews of children where there is suspected sexual abuse. Facilitate pre and post conferences with families and the multi-disciplinary team (MDT) writing investigative interview summary reports and maintaining client files. In addition, following up with 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 five 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:

- 3-day State of Michigan Forensic Interviewing 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.
- Familiarity with a Forensic Interview Protocol.
- 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:

- Receives requests for forensic interviews from Child Protective Services or Law Enforcement Agencies.
- Schedules forensic interviews.
- 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 from team notes and distributes copies to Law Enforcement and Child Protective Services.
- Provides community referrals to children and families.

- Maintains statistics.
- Supervises interns.

II. Supplemental Job Duties:

- Attends training seminars.
- 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