



FORENSIC INTERVIEWER

Where Small Voices Can Be Heard

The mission of the Child Advocacy Center is to respond to child abuse through a team approach designed to reduce trauma, seek justice, and provide hope and healing for children and their families.

SUMMARY OF THE POSITION

The Forensic Interviewer is responsible for serving as part of the multi-disciplinary team in child abuse investigations by facilitating and conducting forensic interviews of children, participating in pre and post interview meetings and activities, completing case documentation and other duties as assigned.

ESSENTIAL DUTIES

Intake Coordination

The Forensic Interviewer performs the intake function for the Child Advocacy Center by receiving referrals from law enforcement and Health and Human Services.

Conducting Forensic Interviews

The Forensic Interviewer conducts a recorded forensic interview with children suspected of being victims of child abuse or witnessing a crime in a manner that is legally sound and of a neutral, fact finding nature while remaining sensitive to the unique needs of the child, reducing trauma and assessing medical and mental health needs. The Forensic Interviewer must consistently demonstrate knowledge and understanding in utilizing the National Children's Advocacy Center Forensic Interview Structure, a nationally recognized, evidence-supported interview protocol.

The Forensic Interviewer is also responsible for facilitating pre-interview and post interview multi-disciplinary team meetings, as well as non-offending caregiver meetings. The Forensic Interviewer rotates on-call responsibilities and must be available after hours to respond to emergency situations and provide forensic interviews 24/7. They also conduct hair testing at all locations when requested. The Forensic Interviewer is responsible for keeping the interview rooms clean, neat, clutter free and stocked with interview materials and aids.

Case Documentation

The Forensic Interviewer completes case documentation and statistical information needed by funders.

Peer Review and Ongoing Professional Development

After hire, the Forensic Interviewer must demonstrate successful completion of basic interview training at the National Children's Advocacy Center consisting of 32 hours of instruction and practice in evidence-supported interview protocol. After completing 200 forensic interviews, they return to the National Children's Advocacy Center to complete advanced interview training. The Forensic Interviewer must participate in a structured peer review process.

Expert Testimony

The Forensic Interviewer must testify as subpoenaed or requested on the interview protocols and to the extent they are able on the child's disclosure. In doing so, the Forensic Interviewer must demonstrate knowledge of not only the interview protocols, but child development, question design, dynamics of abuse, the disclosure process, cultural competency, suggestibility and be familiar with current research and practice.

Working as Part of Multidisciplinary Team

The Forensic Interviewer must earn the respect of the multidisciplinary team and foster open and positive relationships with law enforcement, Health and Human Services and the prosecuting attorney while promoting best practices for child abuse investigation, prosecution and treatment in Southeast Nebraska. They must be familiar with the Lincoln/Lancaster County Child Abuse and Neglect Investigation Team Protocols and actively participate in weekly case review and supervision.

Leadership and Collaboration

Leadership exists within all levels of our organization. We expect the Forensic Interviewer to ensure culturally competent services are provided to all families we serve without regard to race, ethnicity, religion, socioeconomic status, disability, gender or sexual orientation. The Forensic Interviewer must promote a positive image of the Child Advocacy Center in the community and participate in special events and fundraising efforts.

SUPERVISORY RESPONSIBILITIES

The employee customarily and routinely exercises independent discretion and judgment in the performance of his or her duties and supervises volunteers and interns as assigned.

QUALIFICATIONS

Education: A bachelor's degree in social work, psychology, human services, criminal justice or related field is required; master's degree preferred. Bilingual (Spanish/English) is also preferred.

Experience: Two years of professional experience working with children and families who have either experienced or witnessed trauma is required. Previous professional experience in working with the criminal justice or child welfare system, conducting forensic interviews, testifying in court and working as a member of a multidisciplinary team is preferred.

OTHER

Exempt employees must be able to work flexible hours and to be on-call for emergency situations. Evening and weekend hours are at times required. All employees must have access to a vehicle, possess a valid driver's license and provide proof of insurance. The position does involve travel throughout Lincoln and Southeast Nebraska. All employees must submit to a criminal history background check prior to being hired and annually at the time of their performance evaluation.

FUNDING FOR THIS POSITION

At least 25% of the Forensic Interviewer's time is devoted to allowable activities under Victims of Crime Act (VOCA) funding. The Federal Register/Vol. 81, No. 131/July 8, 2016/Rules and Regulations page 44524 for VOCA funding recognizes that victim-centered forensic interviews, particularly those conducted in a multi-disciplinary setting, will help victims by reducing traumatization and include assessing the victim's mental health needs. Other funding for this position comes from state general funds appropriated by the Unicameral to increase the utilization of Child Advocacy Centers and to coordinate services.

Salary ranges from \$38,000 – \$42,000.

REVISED

June 16, 2020

This job description is meant to describe the general nature and duties that may be required of this position within the Child Advocacy Center. It is not intended to be an exhaustive list of all duties and responsibilities associated with this job. Nothing in this job description restricts your supervisor's right to assign or reassign duties and responsibilities to this job at any time. All employment relationships at the Child Advocacy Center are of an at-will nature and may be terminated at any time, with or without cause, and with or without notice. This job description does not constitute a contract of employment.

