**National Children's Advocacy Center**

**Job Description**

**Job Title:** Child Forensic Interviewer Specialist

**Department:** Intervention and Clinical Department

**Reports To:** Intervention and Clinical Director

**Summary:**  Provides high quality forensic interviewing services to children regarding allegations of child maltreatment while working in close partnership with the Madison County Multidisciplinary Team.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Coordinate the scheduling of forensic interviews
* Conduct forensic interviews of children and adolescents alleging child abuse
* Facilitate pre/post interview multidisciplinary case staffing
* Participate in Multidisciplinary Team Meetings and present results of forensic interviews
* Assist with updating Forensic Interviewing policies and procedures.
* Coordinate local (monthly) and regional (quarterly) Forensic Interview Peer Review meetings.
* Track FI-related training and peer review participation by all active Forensic Interviewers at NCAC
* Perform other tasks and responsibilities as requested
* Respond to subpoenas and testify when requested

**Additional Duties and Responsibilities**

Participate in supervision, professional development and on-going training activities – to include monthly peer review for forensic interviewing and Forensic Interviewing Journal Club

Assist with Forensic Interview Training at the NCAC

**Education and/or Experience**

Minimum educational requirement of Bachelor’s degree in a human service field, criminal justice or law.

Five years experience working with abused children and adolescents preferred, and a demonstrated work history of conducting forensic interviews essential.

**Knowledge, Skills and Abilities**

Strong working knowledge of child abuse and neglect dynamics, multidisciplinary team response to the investigation of child abuse, and forensic interviewing of children.

**Special Requirements**

Ability to work non-traditional hours associated with a limited on-call protocol.

**Computer Skills**

To perform this job successfully, an individual should have above average computer skills. Knowledge of Microsoft Word, Excel, Power Point, Access, etc., and the ability to learn specific software programs used within the department.

**Certificates, Licenses, Registrations**

Not Applicable

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 30 pounds.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills - Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions

Motivation - Sets and achieves challenging goals; Measures self against standard of excellence

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time

Dependability - Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed