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The Gingerbread House Bossier/Caddo Children's Advocacy Center is a community-based, non-profit organization that works to reduce the trauma experienced by child abuse victims during the investigation, prosecution, and treatment phases of child abuse cases.

Job Description

Title: Forensic Interviewer
Reports to: Chief Executive Officer
Supervisors: Director of Forensic Interviewing, Director of Programs & Services
Classification: Full-Time (40 hrs/week)

Overview: The Forensic Interviewer increases the capacity of the Children's Advocacy Center (CAC) to carry out its mission by conducting developmentally and culturally appropriate, legally defensible forensic interviews of children, adolescents and protected persons who are alleging sexual abuse, severe physical abuse, are victims of sex trafficking or have witnessed violent crimes; collaborating with our multidisciplinary team (MDT) of investigators and service providers; writing factual and thorough interview summaries; participating in trials and court proceedings; and conducting educational presentations for schools and groups in the community focused on the prevention, identification, and reporting of child sexual abuse cases.

The children brought to the CAC are often frightened of the interview process because they do not know what to expect from the interview or what will occur after they tell the secret they have held inside. The goal of the CAC is to interview these children in a supportive manner, in a comfortable environment, and to complete an interview that will provide satisfactory evidence for court proceedings.

Please note all forensic interviews are audio/video recorded and monitored by the MDT investigators. Forensic Interviewers will be on camera for a majority of job responsibilities.

Purpose:

- To reduce systematic trauma to children and their families
- To facilitate multidisciplinary investigations of child abuse cases including law enforcement, child protective services, the District Attorneys' offices, and medical and mental health agencies.
- To provide professional testimony in both civil and criminal courts.
- To reduce the number of future victims through education.

Minimum Requirements:

- BA/BS in Psychology, Social Work, Human Service or related behavioral science field
- Proficient knowledge of child development, child abuse dynamics, and the Louisiana Children's Code
- Familiarity with forensic interviewing protocols and demonstrated ability to conduct satisfactory interviews after receiving national training
- Skilled in handling sensitive issues in a mature, confidential manner and with integrity and compassion; high level of discretion

- Ability to receive real-time feedback from MDT investigators and monitoring team via earpiece microphone system worn by forensic interviewer and incorporate the requests into age-appropriate, developmentally-sound questions for children, adolescents and protected persons being interviewed
- Ability to positively and swiftly incorporate constructive criticism and use it to improve interviewing skills
- Knowledge of and sensitivity to family systems and child victimization
- Knowledge of the overall child protection and legal system
- Ability to work with children and their families in stressful situations
- Ability to work well with a variety of disciplines and function within team environment
- Excellent communication, mediation, and problem solving skills
- Organizational skills to independently manage workload and related responsibilities
- Demonstrated ability to write factual and thorough interview summaries and record data within case tracking system
- Flexibility of schedule to suit Center's needs; ability to travel between Center's main office in Shreveport and satellites (45m-1.5 hrs) during normal business hours as needed
- Computer literacy in order to maintain and produce statistical records, internal and external correspondence, and multidisciplinary reports
- Reliable transportation, valid driver's license, clear criminal background

Preferred Qualifications:

- Master's degree in Counseling/Psychology, Social Work, Human Service or related behavioral science field
- 2+ years direct experience working with abused children and their families
- Prior training and experience conducting forensic interviews of victimized children, testifying in court proceedings, and working within a multidisciplinary team
- Knowledge of community-based services for abused children and their families

Responsibilities:

<u>Client Services</u>

- Conducts professional forensic interviews of children, adolescents, and protected persons who are alleged victims of sexual abuse, severe physical abuse, child sex trafficking or have witnessed a violent crime
- Facilitates pre- and post-interview multidisciplinary case staffing with investigative team
- Shares a client packet with the non-offending caregivers, reviewing all relevant materials
- Testifies in civil and criminal court proceedings when subpoenaed
- Serves as a back-up for intake calls of suspected abuse cases by assessing and providing appropriate guidance, referrals, and follow-up services
- Refers child victims and non-offending family members for therapy and Victim's Assistance as needed
- In conjunction with MDT members, including Forensic Interviewers, Family Advocate, Child Life Specialist, Counselors, and other treatment providers, assists with the development of treatment plans for child victims and their non-offending family members
- Operates audiovisual equipment as needed
- Available after-hours on an emergency basis as needed

<u>Multidisciplinary Team (MDT), Education, & Training</u>

- Fosters and maintains a trusting, helpful relationship with MDT members including law enforcement, child protective services, District Attorneys' Offices, and medical / mental health professionals
- Participates in Multidisciplinary Team Case Review meetings; as well as statewide and regional Peer Review for Forensic Interviewers

- Attends individual case staffing meetings when needed
- Assists with coordinating interview schedules with law enforcement and DCFS investigators
- In special circumstances, monitors interviews conducted by FBI, law enforcement or DCFS investigators and provides appropriate feedback and assistance through earpiece microphone
- Maintains professional knowledge of current techniques, controversies, and research in the field of forensic interviewing and child abuse (min. 20 CEUs per year)
- Provides training, education, and assistance both within the organization and to community agencies and professionals, including school personnel and other civic groups

Administrative

- Adheres to Health Insurance Portability and Accountability Act (HIPAA) regulations
- Adheres to Personnel Policies and Procedures manual guidelines
- Maintains confidentiality of clients by requiring identification and authorization before releasing client information to third parties
- Maintains documentation of client contacts, progress of investigation, and court reports
- Completes written summaries of interviews in a timely manner
- Maintains files on each child that receives interview services at the Children's Advocacy Center and enters demographical and service statistics information into case tracking system for grant evaluation purposes
- Attends staff meetings and promotes a positive team environment
- Positively represents the Gingerbread House Bossier/Caddo Children's Advocacy Center at all times, including through community activities, through social media usage (both personal and professional), and during day to day activities
- Makes recommendations to Supervisor and the CEO regarding program status, development, and improvements

Other

- Maintains and expands skill level and relevant knowledge base through supervision, case review, research, and professional growth
- Helps with fundraisers and special events
- Helps keep the Center clean and organized
- OTHER DUTIES, TASKS, AND RESPONSIBILITIES AS ASSIGNED BY THE CEO

Salary Package:

- Commensurate with experience
- Health, Vision, Dental, Life Insurance paid for by Agency
- Retirement Benefits with Employer Contribution
- Generous Paid Leave and Holidays
- Early time-off on Fridays (12:30 PM)
- Agency will cover the cost of the required 1-week national training, including all travel-related expenses
- Agency will provide training on-site and through collaboration with other community agencies
- Agency will allow for attendance, at a minimum, of one nationally recognized conference per year