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JOB DESCRIPTION

Position Title: Contracted Forensic Interviewer Specialist

Department: Children's Advocacy Center (CAC) of the Elizabeth Upjohn Community Healing Centers (EUCHC.)

Supervisor: Children's Advocacy Center Coordinator

Overview: The primary responsibility of this position is to conduct, as needed, Forensic Interviews of alleged victims of child sexual abuse and severe physical abuse utilizing the Michigan Forensic Interview Protocol. The contractor shall participate in pre and post interview conferences with families and with the multi-disciplinary team (MDT) as appropriate. ***PLEASE, INCLUDE YOUR CONTACT PHONE NUMBER AND EMAIL ADDRESS ON YOUR RESUME.***

QUALIFICATIONS

- **Education and Experience:**
 - Bachelor's degree in Social Work, Psychology, Counseling, Criminal Justice or related field with a minimum of 1 year of experience in the area of child abuse, child sexual assault, crisis intervention, child development and/or the criminal justice system.
- **Certificate/Licensure/Insurance/Background:**
 - Completion of State of Michigan 3-day Forensic Interview training (Certificate provided at time of hire).
 - Must submit to and pass complete background investigation required including checks into criminal history, driver's license, and Michigan Central Registry.
 - Maintenance of adequate professional liability insurance.
- **Skills and Abilities:**
 - Must be familiar with child abuse protocol.
 - Must demonstrate ability to communicate in both oral and written forms.
 - Must demonstrate ability to effectively function in a Multi-Disciplinary Team.
 - Must demonstrate ability to utilize appropriate office technology.
 - Must demonstrate ability to relate to children and adults of all ages, races and socio-economic backgrounds.
 - Must demonstrate organizational and time-management skills.
- **Specific Tasks/Responsibilities:**
 - Conduct forensic interviews of children who are possible victims of child sexual abuse and severe physical abuse utilizing the Michigan Forensic Interview Protocol.
 - Evaluate the developmental, cultural and individual needs of children being interviewed.
 - Attend to the physical, emotional and developmental needs of children during the interview process.
 - Monitor and control functioning and proper use of recording, receiving and transmitting devices used during the interview process.
 - Develop and maintain collaborative relationships with organizations in the community, making efforts to improve collaboration between community agencies and partners.
 - Be a contributing member in all multidisciplinary meetings.

- Facilitate Pre/Post-Interview meetings and collect demographic information and client history with non-offending caregivers and families.
- Assist Victim Advocate in collecting all relevant child and family history and making appropriate referrals.
- Consult with multidisciplinary team as needed.
- Review results of interview with the Multidisciplinary Team including determination of findings.
- Educate Multidisciplinary Team as needed regarding the process and issues.
- Identify cases appropriate for Case Review and attend Case Review meetings as needed.
- Prepare for and testify in criminal, juvenile and family court when necessary.
- Participate in regular and ongoing trainings pertinent to the forensic interviewer
- Participate in regular and ongoing peer review as required.
- Participate in clinical supervision, team meetings, case consultations and training as needed. Seek consultation with the Supervisor of the program as needed.
- Complete Forensic Interview documentation in a timely manner consistent with the policies and procedures of The Children's Advocacy Center.
- Develop, maintain and review complete case records.
- Maintain the confidentiality and privacy of children and families served.
- Maintain statistical information and enter data into case tracking system as required.
- Other duties as assigned.

EEO Statement

It is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, gender, gender identification, sexual orientation, age, national origin, height, weight, marital status, veteran status or mental or physical disability in accordance with all applicable Federal, State and local laws and ordinances.