

BIVONA CHILD ADVOCACY CENTER (Bivona)

275 Lake Avenue
Rochester, NY 14608
(585) 935-7800
www.BivonaCAC.org

POSITION DESCRIPTION

POSITION TITLE: Forensic Interviewer

DATE PREPARED: January 2012

FLSA STATUS: Full time, exempt

GENERAL DESCRIPTION:

This individual will be instrumental for developing a new Forensic Interview Program for children suspected of being sexually or physically abused. The Forensic Interviewer is responsible for conducting interviews, exploring and becoming familiar with current research, maintaining proficiency in best practices and has the capability for testifying in court as an expert witness. This individual works closely with the Multidisciplinary Team when conducting interviews/assessments. The candidate must be willing to be trained in the highly specialized field of forensic interviewing and to be regularly reviewed. The Forensic Interviewer will perform the job duties according to professional ethics, maintaining a high standard of confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the development and implementation of goals, policies and procedures for the Forensic Interview Program
- Conduct sensitive and thorough interviews, assessments and screenings of children for whom there are allegations of child abuse and/or neglect
- Conduct interviews according to the RATAC forensic interviewing protocol
- Meet with Multidisciplinary Team Members during initial case assessment; conduct pre and post interview meetings as needed
- Meet with non-offending family members as necessary, making appropriate client referrals
- Establish and maintain credentials as an expert witness in court, providing testimony as needed
- Participate in case reviews and present cases when requested
- Dictate, review and sign interview summaries in a timely manner; maintain client case files; and record statistical data in the NCATrak database
- Participate and lead the Forensic Interview Peer Review process
- Receive continuing education training related to child abuse, current trends of forensic interviewing techniques; and regularly review current literature
- Provide training to area professionals on forensic interviewing skills and strategies
- Network with community agencies to maintain positive working relationships
- Communicate effectively with child victims, witnesses and others regardless of age, sex, social, economic, cultural or ethnic backgrounds, maintaining a strict standard of confidentiality

SKILLS, KNOWLEDGE AND ABILITIES:

- Excellent listening skills
- Knowledge of child abuse dynamics, child protective and law enforcement investigation procedures, and the legal reporting mandates for professionals
- Knowledge of interviewing suspected child victims and witnesses of abuse
- Familiarity with the legal, social service, medical and mental health systems responsible for protecting children
- Ability to relate sensitively to children of all ages and establish rapport with same
- Ability to effectively prioritize and organize assignments in a fast paced work environment
- Respect for diversity and a commitment to developing multicultural competency sensitivity
- Ability to build and maintain positive working relationships with multiple agencies

EDUCATION AND EXPERIENCE:

Master's degree in social work, counseling, psychology or related field and **two or more years experience** working with abused and neglected children; OR

Bachelor's degree in social work, counseling, psychology or related field and **five or more years experience** working with abused and neglected children.

AGENCY EXPECTATIONS OF ALL EMPLOYEES:

- Adhere to agency Policies and Procedures including the dress code
- Perform duties as workload requires
- Maintain a positive and respectful attitude
- Communicate regularly with supervisor about department issues verbally and in written form
- Demonstrate flexible and efficient time management and ability to prioritize workload
- Consistently report to work on time prepared to perform duties of position
- Meet department productivity standards
- Strive for harmony and teamwork within the department and between other departments
- Communicate verbally and non-verbally clearly, concisely and with enthusiasm in one-on-one and group interactions
- General housekeeping – maintaining a clean and efficient work area free of debris and clutter
- Demonstrated commitment to the mission, vision and core values of Bivona Child Advocacy Center

ORGANIZATIONAL STRUCTURE: Position reports to the Program Manager

This job description in no way implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.