

Southern Crescent Sexual Assault and Child Advocacy Center
Forensic Interviewer
Job Description

General Description:

Full-time. Responsible for providing forensic interviews/evaluations of children alleged to be victims of sexual abuse, severe physical abuse, or witness to a violent crime. Coordinates, manages, and facilitates multidisciplinary team (MDT) meetings with community partners, including DFCS, law enforcement, court personnel, and medical, and mental health professionals to ensure a continuity of care for shared clients. Also, will provide assistance to victims of child abuse through crisis intervention, advocacy, and referrals to state and local community resources. On-call, nights, and weekends required. Must live within 30 minutes of Hampton, GA. Reports to the Program Director.

Specific Duties:

Provides forensic interviews/evaluations of children alleged to be sexually or severely physically abused, or alleged to be witnesses of violence based on expectations outlined in the Policies and Procedures Manual.

Provides crisis intervention and emotional support to non-offending caregivers at the time of the forensic interview.

Provides clinical feedback to law enforcement, DFCS and caregivers re: outcome of the forensic interview or evaluation.

Maintains comprehensive documentation in the case tracking system on all client services provided as specified in the Policies and Procedures Manual.

Provides timely written and/or verbal correspondence with community partners regarding a child's forensic interview or evaluation.

Identifies community resources and establish strong professional relationships with other agencies through regular and ongoing communication by phone, email and personal contacts.

Updates provider lists and evaluate potential referral sources based upon established evaluation tools.

Works closely with the multidisciplinary team to ensure that concerns arising during the case review meetings are addressed.

Provides notification and written documents, including updated case lists, to all multidisciplinary teams for scheduled case review meetings.

Obtains case outcome information and maintains written documents from multidisciplinary team as needed following case review meetings.

Participates in forensic supervision, staff meetings, forensic peer review meetings and multidisciplinary team case review meetings.

Coordinates with Director of Forensic services regarding forensic training and research activities of the Center.

Provides consultation and/or expert testimony in juvenile and criminal court proceedings, collaborating with the DA's offices in the appropriate judicial circuit throughout the judicial process in cases involving Center clients.

Stays abreast of current trends and research in the forensic interviewing of alleged abuse victims.

Provides training to community agency professionals and the public regarding forensic interviewing and the services of the SCSAC.

Regional travel required.

Attends required/mandatory meetings onsite and offsite.

Performs all other related duties as assigned by the Director of SCSAC-CAC.

Preferred Qualifications:

Must have a Bachelor's degree; Master's degree preferred.

Minimum of 2 years of experience working with children.

Certified in the Childfirst protocol; conducted 50+ interviews preferred.

Excellent communication skills and the proven ability to work with clients of varying ages, cultures, and developmental abilities.

Demonstrated writing and organizational skills.

Minimum Qualifications:

☐ Bachelor's degree in psychology, sociology, social work or related field.

☐ Competent knowledge and understanding of the issues surrounding child abuse.

☐ Ability to organize and maintain accurate records.

☐ Ability to empathize and communicate with all types of people.

☐ Excellent verbal and written communications skills.

☐ Commitment to the need for client and agency confidentiality.

☐ Previous work experience in social services and victim advocacy.

☐ Working knowledge of the criminal justice system.

Required Hours:40 hours per week

Job Type: Full-time

Pay: Up to \$40,000.00 per year