

## **Ionia Montcalm Secure and Friendly Environment Child Advocacy Center seeks Full-Time Forensic Interviewer**

**Employment Type:** Full Time Employee

**Union Status:** Non-union

**Pay:** \$45,000 - No Benefits

*M SAFE CAC is looking for an energetic, passionate individual to join our team as a forensic interviewer! The primary responsibility of this position is to conduct forensic interviews of alleged victims of child sexual abuse and physical abuse utilizing the Michigan Forensic Interview Protocol. The candidate must possess excellent written, verbal, and interpersonal communication skills. Must be able to work in highly intense situations and conduct self in professional manner. Must have essential understanding of Michigan Forensic Interview Protocol, NCA Standards for Accreditation and implementation of best practices. Must also have excellent crisis management skills, and ability to function within a multi-disciplinary team.*

### **Qualifications:**

- Shall possess a Bachelor's degree in social work, psychology, criminal justice or equivalent degree from an accredited school OR have a minimum of 3 years' experience with child sexual abuse cases.
- Demonstrated professional experience with children and a demonstrated knowledge of child abuse and neglect issues and child development.
- Ability to communicate with a wide range of children from different cultural backgrounds and with differing levels of development.
- Successful, documented completion of a 40 hour forensic interview training by a nationally recognized organization, or able to successfully complete training.
- Cultural awareness of the needs of diverse populations
- Strong interpersonal, communication, and organizational skills
- Strong problem solving and solution oriented skills
- Knowledge of the impact of trauma on childhood development
- An ability to work independently and also function effectively as part of a team.
- Adequate writing and computer skills so as to complete forms, reports and other written materials.
- Minimum of one year post degree experience conducting child interviews preferred

### **Responsibilities:**

- Facilitate multidisciplinary pre- and post-interview case debriefing.
- Conduct pre- and post-interview meetings with caregivers.
- Conduct forensic interviews of child victims in a manner consistent with the Michigan Forensic Interview Protocol, NCA Standards for Accreditation, and consistent with the policies of the IM SAFE CAC.
- Promote stable and cooperative working relationships between all multidisciplinary team members and community agencies.
- Conduct follow-up interviews when appropriate.
- Prepare timely and professional interview reports.
- Complete all mandatory case documentation and maintain confidentiality of all case information.
- Complete all appropriate statistical and case-tracking paperwork and maintain CAC database.

- Respond to subpoenas and provide testimony in legal proceedings when requested on relevant cases.
- Participate in regular peer reviews with multidisciplinary team members.
- Maintain an expert awareness of current trends, research and developments in the fields of forensic interviewing and child sexual abuse.
- Comprise Case Review Agenda and Notify MDT Members of upcoming Case Review dates
- Other duties as assigned by the Director.

*If you are interested in applying please send your Resume and Cover Letter to PO Box 441, Ionia, MI 48846 or email it to [imsafecac@gmail.com](mailto:imsafecac@gmail.com). If you have any questions please direct them to Lori Kirkhoff, Director at [imsafecac@gmail.com](mailto:imsafecac@gmail.com)*