



FORENSIC INTERVIEWER JOB DESCRIPTION

The Forensic Interviewer is responsible for conducting forensic interviews of children alleged to be the victims of sexual or severe physical abuse, as defined in Michigan's Child Protection Law, and abiding by the standards set for the by the State of Michigan Forensic Interviewing Protocol. The Forensic Interviewer must have specialized training in conducting forensic interviews, as well as on-going education and peer review. The role of the Forensic Interviewer is to place the child and their best interest first while conducting the forensic interview. This process must follow the strict interpretation of the protocol resulting in an unbiased, non-leading, developmentally sensitive and legally sound statement from the child. This is done in an effort to minimize trauma to the child through the utilization of the Child Advocacy Center as well as the multidisciplinary team (MDT) approach to child abuse investigations.

Supervision: This position reports directly to the Program Director.

Salary: This is a **32 hour work week** salaried position with the possibility of nontraditional hours; salary is based on education and experience and is contingent on grant funding (\$29,600 - \$36,000); Position has potential to expand to 40 hours

Minimum Qualifications: Bachelor's Degree in social work or related field

Skills / Knowledge: Knowledge regarding the dynamics of sexual and physical abuse, child development, skills in functioning within the multidisciplinary team context, organizational skills, and an eagerness to work in a non-profit work environment. Good character, ability to empathize, dependability commitment to the NMMCAC's mission

Duties and Responsibilities:

- Conduct forensic interviews of suspected child abuse victims in accordance with the Michigan Forensic Interviewing Protocol and in partnership with county multidisciplinary teams.
- Ensure that all interviews taking place at the facility are video recorded and provided to Law Enforcement and Protective Services, and that all recording equipment is maintained in good working order. Ensure that the facility remains child-friendly, developmentally appropriate, safe and compliant with National Children's Alliance standards
- Keep accurate and timely records of all interviews, including case notes, case outcomes, and making needed revisions/updates, while maintaining confidentiality in accordance with Michigan Law, County Protocols, and NMMCAC Policies.
- Maintain all necessary case tracking information and statistical data as needed for NCA/VOCA/MDSVPTB reporting purposes and use by other CAC/MDT members.
- Testify in criminal court cases at the discretion of the County Prosecutor.
- Attend conferences, seminars, meetings, etc. for the purpose of collaboration with other organizations and continuing education (minimum of 24 hours of staff development training per year).
- Consistently demonstrate professional behaviors and leadership skills that are in support of the mission of NMMCAC and serves as an advocate for the agency and its clients to support and promote quality standards for child abuse investigations in service counties.
- Perform such other duties as assigned by the Executive Director

This position is governed by and includes all conditions listed in the NMMCAC Organizational Policies and Procedures. This is an at-will position. It requires a six month probationary period. This position and all positions with NMMCAC are designed to serve the mission of the CAC, *Through a community based collaborative and in partnership with our multidisciplinary team champions, ensuring all of Northern Michigan's children have access to excellence in child abuse response, trauma-informed treatment, and specialized and compassionate care.*