



## Macomb County Child Advocacy Center/Care House

### **Job Description: Forensic Interview Specialist**

**Last Revision Date: 7/15/2021**

**Reports to:** Intervention Coordinator/Lead Forensic Interviewer

### **NATURE AND SCOPE:**

The Forensic Interview Specialist shall conduct forensic interviews, provide support and case management services to children and non-offending family members; participate in the Center's multidisciplinary team; assist in the coordination of multi-agency case review; provide crisis counseling, assist with fundraising projects; provide community education, outreach and prevention of child maltreatment.

**JOB CLASSIFICATION/STATUS:** The Care House Forensic Interview Specialist is an exempt, grant-funded position and can be terminated with or without cause. The position requires 40 hours per week of crime victim support services with flexibility in scheduling, including evenings and occasionally on weekends. This position is contingent upon continued grant funding.

### **ESSENTIAL FUNCTIONS:**

1. Conducts developmentally and culturally sensitive forensic interviews of children, adolescents and vulnerable adults in a manner that are legally sound and meet the needs of prosecution and child protection agencies following the Michigan Forensic Interviewing Protocol and reviews written summaries of interviews.
2. Communicates effectively on behalf of the agency and functions in a collaborative manner within all levels of the organization, with participating agencies and within the community.
3. Provides crisis management and advocacy services to children and families seen at Care House, including appropriate community referrals and system advocacy.
4. Consults with MDT at Pre and Post Interview meetings and participates in regular case reviews.
5. Maintains a positive relationship with MDT members so as to ensure program success.
6. Provides testimony in court when subpoenaed to do so.
7. Serves as a speaker/presenter on topics relating to forensic interviewing of child abuse victims, Care House services and child abuse prevention.
8. Works closely with community professionals to identify gap areas in services for child abuse and neglect victims and assist with development of programs to fill the gaps and implement systems change.
9. Attends appropriate training to enhance and maintain skills.
10. Participates in ongoing peer review and mentoring opportunities with other CAC forensic interviewers.
11. Maintains awareness and updates team members of current interview techniques and protocols, research occurring in the field of forensic interviewing and emerging issues, case law or other challenges to the forensic interview process
12. May assist in the gathering and reporting of program data, quality assurance and outcome evaluation
13. Consistently demonstrates professional behaviors and leadership skills that are in support of the mission of Care House and serves as an advocate for the agency and its clients to support and promote quality standards for child abuse investigations in Macomb County.
14. Performs such other duties as assigned by the Intervention Coordinator/Lead Forensic Interviewer or the Executive Director.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Bachelor's degree in social work, counseling, criminal justice, psychology or related field with current license as appropriate.
- Previous Forensic Interviewing experience strongly preferred.

- Previous experience in providing social work/legal/advocacy services in a community setting.
- Strong communication and interpersonal skills to effectively interact with individuals of diverse backgrounds, cultures and experiences.
- An ability to work independently and also function cohesively as part of a team.
- Superior writing and computer skills to complete forms, reports and other written materials.
- Adequate knowledge of the child forensic interview process, including a working knowledge of dynamics of child sexual abuse and the Michigan Child Protection Act
- The ability to engage children of all ages in an interview-type setting.
- Must be able to deal with a variety of emotions under stressful situations and be able to deal with people who may be very upset. Emotional stability and personal maturity are essential.
- Ability to maintain strict confidentiality
- Consistently interacts with others in a culturally sensitive, inclusionary manner
- Demonstrates flexibility, openness to change and receptive to new ideas

Other Requirements:

The physical environment is an office building. The position requires the ability to sit at a desk, work on a computer and do some light lifting. Employees must be able to deal with a variety of emotions under stressful situations and be able to deal with people who may be very upset. Emotional stability and personal maturity are essential. All Care House employees must have no criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator on the Department of Human Services Central Registry.

**The above job description is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job. Employees are occasionally required to participate in activities outside of normal business hours.**

**Note:** All employment relationships with Care House are of an at-will nature, may be terminated at any time, with or without cause, and with or without notice. Nothing in any job description, employment agreement, personnel policy or future evaluation shall alter the at-will nature of this employment nature.

*The Macomb County Child Advocacy Center, Inc./Care House is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and education, recreational, and social programs are administered without regard to sexual orientation, race, color, sex, religion, national origin, citizenship status, age, disability status, opposition or participation activity protected by applicable law, or membership or application for membership in a uniformed service. Employment decisions, subject to legitimate business requirements of Care House, are based solely on an individual's qualifications, merit and performance.*

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**Forensic Interview Specialist**

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**Executive Director**

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Date

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Date