

Champaign County Job Description

Job Title: Forensic Interviewer/Community Educator

Department: Children's Advocacy Center (CAC)

Reports to: CAC Executive Director

FLSA Status: Exempt

Grade Range: H

Date Approved: August, 2014

SUMMARY Works to advance the mission of the Children's Advocacy Center (CAC) by conducting forensic interviews with children and youth aged 3-18, and by providing presentations to community groups on subjects related to the CAC mission.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Interacts with clients, family members, professionals and the public in a respectful and culturally competent manner.

Conducts legally-sound, child-sensitive, developmentally-appropriate forensic interviews at the request of law enforcement, child protective service, and/or criminal justice investigators.

Participates in pre- and post-interview meetings with non-offending parent(s) or caregiver and Multi-Disciplinary Team members.

Maintains documentation of all services provided in accordance with CAC protocols and local, state and federal laws, including evidentiary laws.

Prepares for, and testifies during, legal proceedings.

Participates in case reviews and other meetings involving the Multi-Disciplinary Team.

If not already forensically certified, successfully completes a basic child forensic interviewing training course, as specified by the Executive Director, within three months of first day of work.

Maintains and improves forensic interviewing skills through continuing training and peer review in accordance with CAC national accreditation standards.

Responsible for implementing most aspects of CAC community education program, including outreach, scheduling, conducting presentations, and program documentation.

Occasionally, when not conducting the forensic interview, acts in place of the case manager while the child and parent/caregiver are at the CAC.

Assists as needed with reception, general office duties, facility upkeep.

Works effectively individually and as part of a team.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES May provide some direct supervision to interns and volunteers.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree from a four-year college or university with a focus in criminal justice, education and/or social sciences and 1-3 years related experience, or 2 years' professional experience as a child abuse and/or sexual abuse investigator through employment with a law enforcement or child protective agency or department. Preference given to candidates with previous experience in criminal justice or human services.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal opinions. Ability to write reports and business correspondence.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS None required before start date. Required training and certification while in position is detailed under essential duties and responsibilities.

OTHER SKILLS and ABILITIES Ability to quickly build rapport with children and adolescents. Ability to speak effectively before individuals and groups, both professional and public. Ability to work quietly while an interview is being conducted at the CAC. Willingness to travel for up to six consecutive days (and five nights) in order to participate in out-of-town forensic interview training. Ability to pass required DCFS and criminal background checks.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment described here is representative of those an employee encounters while performing the essential duties of this job. Normal office conditions are common. The employee will often perform duties off-site in public places or businesses. The noise level in the work environment is usually quiet.