



Applicants should send cover letter and current resume to Vice-President and COO, Sarah Beilke: sbeilke@childabusenetwork.org. No phone calls, please.

BILINGUAL FORENSIC INTERVIEWER

Summary of Position:

The Bilingual Forensic Interviewer is responsible for conducting unbiased, neutral, non-leading, culturally sensitive fact-finding forensic interviews with children who have experienced alleged abuse or are witnesses to alleged abuse or violence. This position conducts pre-staffing conferences with investigators, participates in Multi-Disciplinary Team (MDT) staffing and training, and write summaries for interviews that result in a disclosure. This position reports to the Manager of Forensic Services.

Essential Job Functions:

- Conducts forensic interviews with children referred by law enforcement or child welfare.
- Provide services to Spanish only speaking children and families.
- Write interview summaries as required.
- Maintains records, as necessary.
- Remain up to date on current research in the field of forensic child interviewing.
- Pursue ongoing training and educational opportunities.
- Participate in peer reviews with other forensic interviewers to observe the work of others and give/receive constructive criticism.
- Schedule interviews for law enforcement or DHS who have an open investigation.
- Maintains working knowledge of accreditation standards of National Children's Alliance, DA's Task Force Protocol, and applicable laws as needed.

Skills and Abilities:

- Strong verbal and written communication skills.
- Ability to interact with children of all ages and developmental levels.

- Must be able to work under high levels of stress.
- Must be organized and have the ability to multitask.
- Ability to testify regarding interviews and defending interviews in court.
- Must be able to interact with other agencies and departments for accurate resolutions to problems.
- Ability to react and adapt to changing situations appropriately.

Knowledge, and education requirements:

- Bachelor's degree required. Preferred to have a bachelor's degree in Psychology, Sociology, Criminal Justice, or related field.
- Must complete Forensic Interviewer training and successfully complete written exam.
- Must be available to be on call in rotation.
- Remain up to date on research for forensic interviewing.
- Working knowledge of law enforcement and child welfare systems.
- Participate in peer review for forensic interviews.
- Must have be proficient in computer applications.
- Must be able to pass a nationwide background check.

Working Conditions:

The majority of work will be performed with in a climate-controlled office setting with little exposure to excessive noise or dust.

The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities, or requirements.

Employee Signature

Date

CAN Representative

Date