

VICTIM ADVOCATE/FORENSIC INTERVIEWER JOB DESCRIPTION

TITLE: Victim Advocate/Forensic Interviewer

REPORTS TO: Executive Director

FLSA Status: Exempt

JOB SUMMARY:

The Victim Advocate/Forensic Interviewer is a dual role position. A victim advocate maintains supportive contact with families from point of case initiation to closure, this includes but is not limited to providing information, tracking, and advocacy support. A forensic interviewer conducts forensic interviews of children during investigations when there are allegations of child physical or sexual abuse, neglect, or if a child witnessed a violent crime. This position participates in the Clark County (and other counties in which the center is servicing children) Multidisciplinary Team (MDT) and case review, maintain case files and tracking.

RESPONSIBILITIES:

- Initiate contact with victims and families during the investigative process.
- Provide crisis intervention and ongoing support to victims and families.
- Accompany the victim and family through legal and medical systems.
- Conduct sensitive and thorough forensic interviews with children regarding allegations of abuse.
- Interview children 2-17 years of age
- Coordinate the scheduling of child interviews with MDT members
- Participate in pre- and post- interview MDT meetings
- Enter data into case tracking system
- Keep informed of current research surrounding child abuse issues via conferences, workshops, and research literature
- Make referrals and/or recommendations for appropriate community (e.g. medical and mental health services) for child victims and their non-offending family members
- Attend Arkansas Child Advocacy Centers quarterly peer review meetings
- Identify community resources.
- Answer questions about issues related to child sexual and severe physical abuse.
- Follow up with clients to determine satisfaction with referral sources
- Participate in the Multi-Disciplinary Team and attend case review meetings
- Provide presentations to schools, community agencies and law enforcement organizations about child victimization and available services.
- Represent PDMCSC in center related activities
- Perform other tasks and responsibilities as requested

KNOWLEDGE AND SKILLS:

- Ability to travel and work independently.
- Strong communication skills (oral and written).
- Knowledge of federal, state and local policies, procedures and regulations applicable to program areas.
- Ability to establish and maintain effective working relationship with county and city law enforcement personnel, CSC staff, partner agencies and the general public.
- Skill in conducting interviews with victims and witnesses.
- Sensitivity to child victimization and family systems
- Knowledge of community resources.

REQUIREMENTS:

- Bachelor's Degree in Social Service, Criminal Justice or related field AND two years of experience working with children/sex abuse cases
- Completion of Arkansas Child First forensic interview training or other NCA recognized forensic interviewing protocol which includes, but is not limited to, a working knowledge of dynamics of child sexual abuse, working knowledge of law enforcement, ability to engage children of all ages in an interview-type setting, knowledge of the protocol required for a valid interview defensible in court. (Training may be received upon hire)
- Knowledge of suggestibility, memory, styles of questioning, language acquisition, development issues, and validity of allegations and competency requirements is also preferred.
- Clear criminal and child maltreatment history.
- Valid Arkansas State Driver's License, access to reliable transportation and required vehicle insurance.