

**Position Title:** Forensic Interviewer

**Reports To:** Executive Director

**FLSA Status:** Exempt

**Position Description:** The Forensic Interviewer conducts forensic interviews of children who have disclosed sexual or severe physical abuse, or have been witness to sexual or physical abuse, or domestic violence. Forensic Interviewers participate 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, and provide expert court testimony.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned:

- Conduct sensitive and thorough forensic interviews with children regarding allegations of abuse.
- Interview children 3-17 years of age
- Coordinate the scheduling of child interviews with MDT members
- Participate in monthly case review
- 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 recommendations for appropriate community referrals (e.g. medical and mental health services) for child victims and their non-offending family members
- Participate in the presentation of training programs and workshops for other agencies/schools
- Attend Arkansas Child Advocacy Centers quarterly peer review meetings
- Represent PDMCSC in center related activities

**General Staff Responsibilities:**

- Represent PDMCSC in center related activities
- Document and track data as appropriate
- Assist with direct services with clients as needed
- Perform other tasks and responsibilities as requested

**Knowledge, Skills and Abilities:**

- Ability to travel and work independently.
- Physically able to perform all job duties
- Ability to communicate orally and in writing.
- Ability to utilize technology required for the performance of job duties
- 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.



### Requirements:

- Preferred Bachelor's Degree in Social Service, Criminal Justice or related field and/or two years of experience working with child 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.
- Ability to work 40 hours weekly; position subject to on-call
- Fluent in the English language, both in the oral and written language
- Clear criminal and child maltreatment history.
- Valid Arkansas State Driver's License, access to reliable transportation and required vehicle insurance.
- Subject to drug and/or alcohol screenings. The usage of illegal substances or any substance that impairs an employee's ability to carry out job duties effectively and professionally is strictly prohibited.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move heavy items.