

**NORTH CENTRAL MISSOURI CHILDREN'S ADVOCACY CENTER  
JOB DESCRIPTION**

**Forensic Interviewer:**

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The Forensic Interviewer shall conduct forensic interviews that are developmentally and culturally appropriate, and legally defensible, of children reported to have been sexually abused, physically abused or neglected; or have been a witness to violence or illegal activity that have been referred to NCMCAC. Forensic interviews of developmentally delayed adults may also be conducted. The forensic interview model used in the interviews will be one that is nationally recognized, neutral and fact-finding utilizing the "Child First Doctrine." The Forensic Interviewer shall report directly to the NCMCAC Executive Director, and will assist the Executive Director as needed and directed.

**Qualifications:**

- B.S. in Human Services with a minimum of two years experience in child welfare/protection preferred;
- Understanding of trauma dynamics;
- Knowledge of child development stages and a demonstrated ability to utilize this knowledge to communicate with a wide range of children from different cultural backgrounds;
- Ability to read, analyze, and interpret common scientific and technical journals and legal documents;
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems;
- Knowledge of child protection, police and court systems, experience working with diverse professionals and ability to work cooperatively within diverse professional groups;
- Knowledge of child development stages and a demonstrated ability to utilize this knowledge to communicate with a wide range of children from different cultural backgrounds;
- Knowledge of sexual abuse and other forms of maltreatment and its impact on children
- Knowledge of family dysfunction, child development, mental health and substance abuse.
- Ability to work with children and families in crisis;
- Ability to respect and maintain client confidentiality;
- Must have excellent listening skills, oral and written communication skills, and basic office, computer, and audio/visual operation skills. Computer software includes, but is not limited to Windows and Microsoft programs such as Word, Excel, etc.
- Effective coping skills for functioning in a high stress environment;
- Reliable transportation that meets all of the State required licensure for vehicle and self;
- Must be of good moral character as substantiated by a criminal and civil background check.

## **Responsibilities:**

1. Process new referrals and schedules new client(s) for forensic interview;
2. Ensure interview room and viewing room are neat, clean, and comfortable for clients;
3. Review intake information and obtain information about child's emotional state, parents' response to investigation, child's living situation and relationship to the perpetrator;
4. Participate in pre and post-interview conferences with professionals involved;
5. Conduct investigative interviews of children or vulnerable adults referred to the NCMCAC for abuse utilizing a nationally recognized research-based forensic interview style to obtain credible victim/witness statements;
6. Establish competence of children and modify interview techniques as necessary for children with special needs or challenges;
7. Review statements made during the forensic interview and prepare written summary in a professional report;
8. Operate computer system to record and retrieve appropriate information and reports;
9. Ensure all documentation meets legal requirements and multi-agency needs;
10. Maintain confidentiality of information reported by child/family and records as directed by the policies of the North Central Missouri Children's Advocacy Center. Disseminate written reports to MDT in accordance with data privacy laws, agency policies and professional ethics;
11. Make appropriate entries into the case tracking system;
12. Comply with any and all subpoenas, attend legal proceedings and provide expert testimony;
13. Prepare for court: review videotape, review report, review pertinent professional literature, review tools and methods used during the interview;
14. Integrate theoretical literature and current research knowledge in order to provide credible expert witness deposition and court room testimony;
15. Attend conferences and trainings as allowed or assigned by supervisor to keep informed of current research surrounding child abuse issues;
16. Participate in peer supervision to review cases, share professional knowledge/ideas;
17. Participate as a member of a multidisciplinary team to coordinate investigation response, attending case reviews;
18. Participate and present educational programs within the community as a resource for child abuse and protection issues.
19. Represent the Child Advocacy Center in related activities, including fundraising initiatives and community outreach.
20. Consistently demonstrate professional behavior and leadership skills that are in support of the vision, mission, and philosophy of the Child Advocacy Center.
21. Perform other tasks and responsibilities as requested to assist with everyday functioning of the Center.