

Harrison County
Child Advocacy
Center

REPORTS TO:

The Executive Director

POSITION SUMMARY:

The Forensic Child Interview Specialist is responsible for conducting forensic interviews that are unbiased, developmentally and culturally sensitive, fact-finding, and legally defensible. Forensic interviews conducted at the Harrison County Child Advocacy Center must adhere to research-based guidelines that create an interview environment that enhances free recall, minimizes interviewer influence, and gathers information needed by all members of the MDIT.

The Forensic Child Interview Specialist will frequently appear in court to testify in civil and criminal cases involving child maltreatment.

Forensic interviews provide a foundation for child abuse investigation, prosecution, child protection, and implementation of appropriate services, and serve as the gateway to all services provided by the Harrison County Child Advocacy Center.

Forensic Child Interview Specialist I
Job Description

- Achieve certification in ChildFirst protocol (and other evidence-based interview protocol, as needed).
- Demonstrate participation in ongoing education in the field of child maltreatment and/or forensic interviewing consisting of a minimum of eight contact hours every two years.
- Maintain a non-bias approach though out the pre interview, interview and post interview. This includes during MDIT meetings. Including remaining a non-judgmental (including personal judgement)
- Participate in a structured peer review process for forensic interviewers a minimum of two times per year, as a matter of quality assurance.
- Maintain the forensic interview room and MDIT observation room, make sure all equipment is in working order and report non-functioning equipment to the Executive Director. When necessary, work with technological support to ensure timely repairs. Ensure adequate supplies are maintained.
- Meet with MDIT members prior to conducting a forensic interview for the purposes of preparation and information sharing.
- Conduct post-forensic interview debriefing sessions with members of the MDIT and Harrison County Child Advocacy Center staff to determine next actions.
- Make copies of the forensic interview and ensure that they are distributed to the appropriate members of the MDIT as set out in Harrison County Child Advocacy Center MDIT protocols.
- Document information regarding the forensic interview to include: date, name of the interviewer, agency, summary of allegations, and team members present for the interview.

HOURS:

This is a full-time position: 40 hours per week. Agency hours are 8:00 A.M. – 4:00 P.M. Hours for the position may vary according to job demands. Occasional evening and weekend work may be required.

SALARY RANGE:

\$32,000 - \$41,600

BENEFITS:

- Fully funded health insurance benefits*
- Retirement Benefits – 2% - 3% of Base Salary*
- Life Insurance Policy - \$35,000*
- Paid holidays in accordance with the State of WV Holiday Calendar
- Paid vacation time:
1 – 3 Years – 12 days
4 – 7 Years – 18 days
7 + Years – 24 days
- Paid sick time:
1 day per month – not to exceed accumulation of more than 30 days

**Funding of health insurance, life insurance, and retirement benefits are dependent upon continued grant funding.*

- Assist in maintaining demographic information regarding services provided by the Harrison County Child Advocacy Center.
- Maintain an awareness of the legal disposition of alleged offenders between the time they are charged and arrested and the conclusion of the criminal justice response. Communicate such information to family advocates to ensure child victims and their protecting caregivers are aware when alleged offenders are released from incarceration.
- Participate in monthly MDIT meetings in Harrison, Doddridge, Taylor, and Barbour counties.
- Represent the Harrison County Child Advocacy Center with the highest level of professionalism by rigorously preparing for any and all court appearances, including, but not limited to a thorough review of the forensic interviews being referenced.
- Other duties as assigned by the Executive Director.

QUALIFICATIONS:

- A Bachelor's or Master's Degree in a discipline that is closely related to the work is strongly preferred.
- Training in or the capability to use Microsoft Word and other computer software that generates databases and reports.
- Excellent oral communication and interpersonal skills.
- Familiarity with the multidisciplinary team approach to the investigation and prosecution of child abuse cases.

BACKGROUND CHECKS:

The selected candidate will be required to pass a Child Abuse Registry and criminal history background check.

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 the position of Forensic Interviewer. While performing the duties of this position, the Forensic Interviewer is regularly required to talk or hear and is frequently required to use his or her hands or fingers to operate general office equipment. The employee is required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

SUCCESS PROFILE:

The Forensic Child Interview Specialist must possess substantial mental and emotional stability, strong interpersonal skills, and be able to rapidly respond to disclosures when interviewing children and adolescents. The position requires a strong dedication to teamwork and the MDIT response to allegations of child maltreatment and a high level of professionalism when representing the agency in court.

The Forensic Child Interview Specialist will need to maintain a professional demeanor, especially when hearing information that could be shocking or triggering. The individual must display patience and empathy for traumatized child victims of abuse.

The manner in which a child is treated during the initial forensic interview may significantly impact the child's understanding of, and ability to respond to, the intervention process and criminal justice response. The interview may also be the beginning of the road toward healing for many children and families. The work of the Forensic Child Interview Specialist is key to the successful realization of the mission of the Harrison County Child Advocacy Center.