



## Forensic Interviewer

### Summary of Position:

- The 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 meetings with investigators, participates in Multi-Disciplinary Team (MDT) staffing and training, weekly case review, and write summaries for interviews that result in a disclosure. This position reports to the Program Director.

### Essential Job Functions:

- Conducts forensic interviews with children referred by law enforcement or child welfare.
- Write interview summaries on those resulting in disclosure.
- Maintains records in NCA trak and monthly log.
- 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, Task Force Protocol, and applicable laws as needed.
- Supports all agency fundraising efforts.

### 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 40 hours of 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:**

- 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.

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Employee Signature

\_\_\_\_\_  
Date

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Care Center Representative

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Date