



JOB DESCRIPTION

POSITION TITLE: Forensic Interviewer

EXEMPTION STATUS: Non-Exempt

JOB RELATIONSHIPS:

Reports to: Forensic Interviewer & Client Relations Specialist Supervisor/Director of Program Services/Executive Director
Supervised by: Forensic Interviewer & Client Relations Specialist Supervisor
Supervises: Not Applicable
Interrelationships: Department of Family and Protective Services staff, law enforcement staff, Cook Children's Medical Center staff, Tarrant County District Attorney's Office, community agencies, volunteers, children and families, Alliance For Children staff.

Summary:

The forensic Interviewer conducts forensic interviews at the request of the Department of Family and Protective Services, law enforcement and other multidisciplinary team (MDT) members and makes appropriate referrals for services for the child or family.

Job Duties/Essential Functions:

- Coordinate and conduct forensic interviews with children alleged to be child abuse victims, as requested by Alliance For Children's partner agency members.
- Maintain documentation associated with forensic interview conducted.
- Make appropriate referrals for services for child or family.
- Attend and participate in Alliance For Children multidisciplinary staffings.
- Participate in regional and local peer review programs.
- Maintain education and practice with protocols, research, dynamics of child abuse, and interviewing techniques.
- Participate fully in all MDT meetings, trainings and peer review meetings.
- Provide testimony as requested via subpoena.
- Actively seek and maintain best practice in conducting interviews.
- Conduct presentations for professionals and community organizations as appropriate regarding forensic interviewing with curricula utilized by Alliance For Children.
- Testify in court as an expert witness in both criminal and civil cases.
- Be available to consult on requested interviews.
- Be available for on call scheduling for weekends and holidays.

- Be available to travel for off-site interviews.
- Maintain statistics and reports related to job duties.
- Respond to subpoenas as required.
- Support other Alliance For Children staff as needed.
- Perform other related duties or support functions as requested by immediate supervisor, Director of Program Services, or Executive Director.

Knowledge/Skills/Abilities:

- Bachelor's degree in social work, criminal justice, psychology or related field required; Master's degree preferred.
- Must have working knowledge of child development and family dynamics, knowledge of sexual abuse dynamics as it relates to victims and perpetrators.
- Good organizational, communication and networking skills.
- Experience interviewing children preferred.
- Must enjoy working with children.
- English/Spanish bilingual abilities preferred.
- Strong communication and networking skills; be a team player.
- High level verbal and written communications skills.
- Strong organizational skills; self-starter.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

Physical Requirements:

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 25 lbs. (usually office supply boxes). Moderate independent travel by private auto required.

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.