



JOB DESCRIPTION

POSITION TITLE: Forensic Interviewer Supervisor

EXEMPTION STATUS: Exempt

JOB RELATIONSHIPS:

Reports to: Director of Program Services, Chief Program Officer, Chief Executive Officer

Supervised by: Director of Program Services

Personnel supervised: Forensic Interviewers, interns

Interrelationships: Department of Family and Protective Services staff, law enforcement staff, Cook Children's Medical Center CARE Team or other staff, Tarrant County District Attorney's Office, community agencies, volunteers, children and families, Alliance For Children staff.

Summary:

Supervise Alliance For Children Forensic Interviewer staff, maintain and supervise data retention related to Forensic Interview Program, including data related to grant requirements. Conduct forensic interviews at the request of Child Protective Services, law enforcement and other multidisciplinary team (MDT) members and make appropriate referrals for services for the child or family.

Job Duties /Essential Functions:

- Supervise and address Forensic Interview Program staff management issues as needed, including approval time and leave submitted.
- Maintain and supervise data collection related to the Forensic Interview Program staff.
- Conduct annual reviews with Forensic Interviewers.
- Hire and coordinate training of new Forensic Interviewers.
- Support forensic interview staff in engaging in training and best-practice review related to the field of forensic interviewing and child abuse.
- Oversight of the Forensic Interview Program after hours/on-call schedule.
- Perform other related duties as requested by immediate supervisor, CPO, or CEO.
- Coordinate and conduct forensic interviews with children alleged to be child abuse victims, as requested by AFC's partner agency members.
- Maintain documentation associated with forensic interview.
- Make appropriate referrals for services for child or family.
- Attend and participate in Alliance For Children multidisciplinary team staffings.
- Participate in regional and local peer review programs.
- Maintain education and practice changes with protocols, research, child abuse dynamics, and techniques.
- 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 interview requests.
- Be available for on call scheduling for weekends and holidays.
- Be available to travel for remote forensic interviews.
- Maintain statistics and reports related to job duties.
- Respond to subpoenas as required.
- Support other Alliance For Children staff and programs as needed.

Knowledge/Skills/Abilities:

- Bachelor's degree required; degree in social work, criminal justice, psychology or related field preferred;
- Five years of direct forensic interviewing experience required.
- Working knowledge of child development and family dynamics, knowledge of sexual abuse dynamics as it relates to victims and perpetrators.
- Experience in forensic interviewing of children.
- Must enjoy working with children.
- Have a high level of communication skills, team player, networking skills .
- Organized and self-starter.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete criminal and civil background check.
- Ability 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.

Physical Requirements:

Ability to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Ability to grasp, push, pull and carry objects such as files. Ability to operate a telephone and computer. Ability to lift up to 20 lbs. (usually office supply boxes). Moderate independent travel by private auto required.