

# **FORENSIC INTERVIEWER/ COMMUNITY EDUCATION SPECIALIST**

REPORTS TO: CLIENT SERVICES DIRECTOR  
COMPENSATION: COMMISERATE WITH EXPERIENCE  
EXEMPT STATUS: EXEMPT  
COMMITMENT TYPE: FULL TIME  
BASE OF OPERATIONS: TYLER, TEXAS

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## **SUMMARY:**

Children's Advocacy Center of Smith County (CAC) provides comprehensive services to child victims of abuse and their non-offending caregivers in conjunction with a multi-disciplinary team (MDT) made up of law enforcement, child protective services and prosecution. Working within this team environment, the forensic interviewer conducts developmentally-appropriate evidentiary interviews of alleged child abuse victims for multidisciplinary team investigators and provides expert testimony in court.

## **ESSENTIAL FUNCTIONS:**

- Conduct forensic interviews using established protocols
- Maintain knowledge of current research on interviewing techniques
- Participate in pre and post interview meetings with referral source CAC staff and caregiver to facilitate referrals for client direct services
- Respond to subpoenas and prepare for court testimony, if required
- Prepare and submit timely and accurate statistical reports documenting forensic interviews and other grant-funded activities on a monthly/quarterly/annual basis
- Assist with answering phones as necessary and as schedule demands
- Assist with community outreach presentations as required
- Attend all required staff meetings and case reviews regularly and on-time
- Attend trainings and conferences as required
- Maintain positive professional relationships with all center staff and MDT members
- Other duties as assigned

## **COMMUNITY EDUCATION DUTIES**

### **SUMMARY:**

Engage the community through child abuse prevention activities, building community partnerships, providing educational presentations to child groups and child-serving organizations, implementing community-wide prevention initiatives and coordinating community volunteers.

**ESSENTIAL FUNCTIONS:**

- Provide evidence based child abuse prevention curriculum to school children each year through age-appropriate, culturally diverse curriculum
- Build community partnerships with organizations and throughout Smith County in order to provide child abuse prevention presentations
- Conduct professional interviews with media outlets to educate the Smith County community about child abuse
- Develop and conduct additional community outreach presentations as required by the Executive Director
- Initiate and coordinate April Child Abuse Prevention activities
- Prepare and submit timely and accurate statistical reports and agency paperwork
- Attend all required meetings, trainings or conferences
- Maintain positive professional relationships with all center staff, MDT members and community partners
- Other duties as assigned by the executive director

**JOB REQUIREMENTS AND QUALIFICATIONS:****1. Education:**

- Bachelor degree in social work, education, social sciences or related field

**2. Training (licenses and certifications):**

- Forensic Interview training preferable, though it may be obtained after employment

**3. Experience:**

- Prior relevant experience with abused children preferred
- Prior work with Child Protective Services, Law enforcement, and District Attorneys preferred

**4. Knowledge Requirements:**

- High level of written and oral communication skills, organizational skills, computer skills, collaborative capabilities
- Proficiency with Microsoft, Word, Excel and Outlook

**5. Intellectual and Physical Requirements:**

- Individual should possess tact, good judgment, flexibility, and ability to work as a team member with individuals from a variety of disciplines
- Ability to work well under pressure, multi-task and balance diverse requirements noted above and respond quickly to challenges
- Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20 lbs)

**OTHER INFORMATION:**

- Position involves confidential work with sensitive information about child abuse victims and partner agency personnel at supervisory and front line levels
- Desirable personal qualities include: tact, good judgment, flexibility, a positive attitude, high professional standards and ethics, and an ability to get along with a variety of people from various disciplines
- Employment dependent upon the successful completion of a background check, including criminal and CPS clearances