

BILINGUAL FORENSIC INTERVIEWER

REPORTS TO: CHIEF PROGRAMS OFFICER
COMPENSATION: COMMENSURATE WITH EXPERIENCE
EXEMPT STATUS: EXEMPT - SALARIED
COMMITMENT TYPE: FULL TIME
BASE OF OPERATIONS: TYLER, TEXAS

SUMMARY:

Children's Advocacy Center of Smith County (CACSC) 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 bilingual 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 CACSC 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
- Assist with Spanish speaking clients visiting the center as needed
- Other duties as assigned

JOB REQUIREMENTS AND QUALIFICATIONS:

Education:

- Bachelor's degree in social work, education, social sciences or related field with 2 years of work experience. Master's preferred.

JOB REQUIREMENTS AND QUALIFICATIONS (CONTINUED):

- Fluent in Spanish language, verbal and written. Ability to translate documents from English to Spanish preferred.

Training (licenses and certifications):

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

Experience:

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

Knowledge Requirements:

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

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, CPS and registered sex offender clearances

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

If you are interested and meet the requirements for this position, please send a cover letter and resume to ttanner@cacsmithcounty.org