



## CHILDREN'S ADVOCACY CENTER OF SMITH COUNTY

### FORENSIC INTERVIEWER

REPORT TO: SENIOR DIRECTOR OF CLIENT SERVICES  
COMPENSATION: COMMENSURATE WITH EXPERIENCE  
EXEMPT STATUS: NON-EMEMPT  
COMMITMENT TYPE: FULL TIME  
BASE OF OPERATIONS: TYLER, TEXAS

#### SUMMARY:

Children's Advocacy Center (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 Investigators, and the District Attorney's office. 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 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, volunteers, interns, and MDT members
- Manage case tracking software updates, new user requests, support requests, maintain administrator user status, etc.
- Other duties as assigned

#### JOB REQUIREMENTS AND QUALIFICATIONS:

##### EDUCATION:

- Bachelor's degree in social work or related field or extensive applicable experience

##### 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 Investigators, Law enforcement or District Attorneys

**KNOWLEDGE REQUIREMENTS:**

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

**INTELLECTUAL AND PHYSICAL REQUIREMENTS:**

- Individual should possess tact, good judgment, flexibility, and the 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 movements required in dealing with children. Lifting of office materials (up to 20 lbs.)

**OTHER INFORMATION:**

- 2 – 3 days of travel may occasionally be required for educational or business purposes
- Position requires on-call work
- Position involves confidential work with sensitive information about child abuse victims and partner agency personnel at supervisory and front-line levels
- Employment is dependent upon successful completion of a background check, including criminal and CPI clearances along with the National Sex Offenders Registry

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](mailto:ttanner@cacsmithcounty.org)