



FORENSIC INTERVIEWER / DATA SPECIALIST

COMMITMENT TYPE: FULL-TIME

BASE OF OPERATIONS: ROCKWALL, TX

FORENSIC INTERVIEWING SUMMARY:

The Forensic Interviewer works directly with alleged child victims, their non-offending families, Department of Family Protective Services, Law Enforcement Officers, and District Attorneys, along with other Multidisciplinary Team (MDT) Members.

ESSENTIAL FUNCTIONS:

- Conduct interviews of alleged victims of child abuse and witnesses of violent crime aged two through seventeen years, and adults with developmental delays.
- Foster an environment that is sensitive to a child's cognitive, emotional, and psychological development, without leading a child in questioning.
- Meet with non-offending family members and MDT members during case assessment, participate in MDT case review meetings, and coordinate with team members throughout the multidisciplinary, interagency response.
- Encourage caregivers to participate in recommended services.
- Provide court testimony regarding cases.
- Assist in maintaining records of services provided.
- Maintain an appropriate case load.
- Perform job duties in accordance with professional ethics and organizational policies and procedures.
- Effectively work with others in a team environment and maintain composure in high stress situations.
- Demonstrate professionalism and excellent interpersonal skills with clients, co-workers, and MDT members.
- Compile data needed for statistical reports, client and MDT survey data, and other information as needed to satisfy CACRC reporting requirements.
- Develop referral process.
- Participate in regular peer review and supervisory review sessions in which job proficiency is assessed.
- Educate new employees about CACRC and the Forensic Interview process.
- Collaborate on Community Awareness events and presentations as needed.
- Assist neighboring CACs with courtesy interviews if needed.
- Stay current on forensic interviewing trends and literature and pursue professional development in the field of child abuse.
- Maintain adherence to confidentiality policy.
- All other responsibilities and duties as needed from time to time, or added to the scope of responsibility for this position.
- Must be able to work flexible hours including nights and weekends.

DATA & QUALITY ASSURANCE SUMMARY:

Assist in identifying, planning, organizing, and implementing programmatic and other quality process improvements. Work with various program areas to identify opportunities for improved workflow in utilization of client database system.

ESSENTIAL FUNCTIONS:

- Assist in analysis of Outcome Measurement System (Client and MDT surveys).
- Oversee schedule of reporting from client data management system to meet monthly, quarterly and semi-annual needs.
- Assist with procedural coordination and training, as necessary.
- Offer insights regarding data outlined in reports

JOB REQUIREMENTS AND QUALIFICATIONS:

Education:

- Bachelor's Degree in a social service, child development, criminal justice, or a related field. Masters degree preferred.

Training (licenses and certifications):

- Forensic Interviewer Training with CAC-TX or equivalent.

Experience:

- Forensic interviewing of children.
- Two years work experience with child abuse victims and their families.
- Familiarity with child abuse interventions, DFPS, and legal investigations.
- Proficient with databases, spreadsheets, graphs and charts.

Knowledge Requirements:

- Able to work with culturally diverse populations.
- Tech savvy, and willing to learn new systems.
- Above average proficiency with Microsoft Windows XP and Microsoft Office operating systems: Word, Excel, Powerpoint, and Outlook.

Intellectual and Physical Requirements:

- Read, write, and speak English fluently
- Bi-lingual (English/Spanish) preferred
- Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20lbs).

OTHER INFORMATION:

- Position involves some evening and weekend hours.
- Travel may occasionally be required for educational or business purposes. It is not anticipated that any travel would last more than 2 – 3 days.
- Employment dependent upon the successful completion of a background check, including criminal and CPS clearances.

To Apply:

If you have the minimum qualifications listed for the position, and are interested in joining our team, please submit a **cover letter and resume** to applicant@rockwallcac.org

The Children's Advocacy Center for Rockwall County is an equal opportunity employer.