



Position Title: Forensic Interviewer
Classification: Exempt
Reports to: CAC Program Director

POSITION SUMMARY: To provide developmentally and culturally appropriate, and legally defensible forensic interviews of children and adolescents who are alleging sexual abuse, severe physical abuse or have witnessed violent crimes.

ESSENTIAL FUNCTIONS: (1- 11 VOCA)

FORENSIC INTERVIEWS

1. Use established protocol to conduct forensic interviews of children and vulnerable adults regarding possible sexual abuse, severe physical abuse, and/or witness to violent crime/ child abuse.
2. Supervise volunteers/ interns in direct service duties as assigned.
3. Attend staff meetings, in-services, professional training, conferences, professional literature review, and peer review relevant to the field of forensic interviewing, child development, and trauma and assessment.
4. Maintain appropriate documentation related to forensic interviews, including a succinct and professional report of the interview.
5. Prepare interview and observation rooms for interviews, ensuring that equipment is operational and all necessary paperwork accessible.
6. Ensure original body maps and client drawings with appropriate date are included in client files.
7. Maintain working knowledge of community resources for families and children.
8. Respond to subpoenas and testify when requested.
9. Review intake information and obtain information about child's emotional state, caregiver response to the investigation, child's living situation, and relationship to the alleged offender.
10. Make recommendations for follow up and treatment.
11. When needed, monitor interviews conducted by law enforcement or social services and give input.

OTHER (NON-VOCA: 20% of position)

12. Additional duties as assigned by the CAC Program Director or Executive Director

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change

REQUIREMENTS/QUALIFICATIONS:

1. Education and experience that meets Kentucky state regulations for forensic interviewers at children's advocacy centers (920 KAR 2:040).
2. Must complete application/screening process.
3. Per 920 KAR 2:040, an employee of a children's advocacy center shall be at least twenty-one (21) years of age.

4. Per 920 KAR 2:040, an applicant for employment shall submit to criminal records check in accordance with KRS 17.165 and a central registry check in accordance with 922 KAR 1:470 during the application process and every two (2) years thereafter while employed by the center.
5. Must exhibit behavior consistent with their professional code of ethics.
6. Must read and sign personnel policies.
7. Must have reliable transportation and driver's license.
8. Willing to travel for for training sessions and conferences.
9. Must have ability to work under stress.
10. Complete in-service and other trainings as required.
11. Must have a working knowledge base of the dynamics of child abuse and its impact on children and society.
12. Must be committed to working against discrimination due to race, color, creed, sex or age in the field of child victim services. Demonstrate sensitivity to the diverse socioeconomic and cultural background of clients and the community.
13. Excellent interpersonal skills.
14. The ability to organize resources, record, and report data with attention to detail.
15. Must have basic computer skills including, not limited to, Microsoft Word and Outlook.
16. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
17. Ability to read and understand information and ideas presented in writing as well as communicate information and ideas in writing so others will understand. Also, the ability to listen to and understand information and ideas presented through spoken words and sentences.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to manually handle light to moderate materials
- Ability to sit, stand, move from one area to another
- Close mental, visual, and auditory attention with the performance of clerical and therapeutic services
- Ability to communicate effectively with clients, staff, visitors, and the community while maintaining a professional expression and attitude

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is usually moderate to occasionally boisterous
- Temperature controlled climate
- Possible exposure to infectious illnesses of children, including head lice
- Local and/or regional travel with some overnight travel required