



SCOTTY'S HOUSE

Brazos Valley Child Advocacy Center

Where the healing begins

Intake Specialist/Forensic Interviewer Job Description

Mission: Our mission is to provide safety, healing, and justice for children victimized by abuse through professional assessment, counseling, and education in a compassionate and collaborative approach.

Job Title: Intake Specialist/Forensic Interviewer
Job Classification: FTE/Not Exempt
Salary Range: \$43,000
Supervisor: Team Relations Supervisor

Job Relationships:

Reports to: Team Relations Supervisor/Director of Programs/Executive Director
Supervised by: Team Relations Supervisor
Mentor: Lead Forensic Interviewer
Supervises: N/A

Summary: The Intake Specialist/Forensic Interviewer provides support to agency partners to strengthen the coordination of joint investigations, improve communication among team members, and enhance the overall collaborative approach. In addition, this position is charged with interviewing child victims of reported abuse and child witnesses to violent crimes and coordinating services for the child and family.

Essential Functions:

- Review, screen and, when appropriate, act on Statewide Intake Reports and shared law enforcement offense reports.
- Assess referrals for appropriate cases recommended for MDT services (as per MDT Protocol case criteria) throughout official service area of MDT/CAC.
- Receive and conduct a preliminary review of Statewide Intakes on a daily basis (received via email).
- Maintain case related data.
- Assess what services are needed or have been completed at the time the intake was received
- Expedite the scheduling of forensic interviews and initiation of joint investigations.
- Send reminders to investigators as needed for appointments.
- Ensure reports/records generated from Statewide Intake are retained, protected and/or destroyed so as to ensure confidentiality and compliance with the center's records retention policies.

- Establish and maintain open communication and healthy relationships with all CAC staff and partner agency representatives.
- Facilitate pre/post interview multidisciplinary case staffing for each interview conducted.
- Conduct forensic interviews with children who are/or suspected of being victims of sexual or physical abuse or have been witnesses to a violent crime, usually during regular office hours, occasionally after hours.
- Provide court testimony when requested.
- Attend MDT case staffing meetings when appropriate.
- Participate in forensic interview peer review sessions
- Participate in professional development and on-going training activities.
- Provide on call, after hours coverage as scheduled by the Director of Programs.
- Perform other related duties as requested by immediate supervisor, Director of Programs and Executive Director.

Minimum Requirements

- Bachelor of Science or Bachelor of Arts degree in psychology, social work, criminal justice or related field; Master's degree preferred.
- Two years demonstrated relevant work experience, including work with families at risk preferred.
- Strong reading and evaluative skills required.
- Able to be organized, detail-oriented, and self-prioritize.
- Able to evaluate case information.
- Strong interpersonal and communication skills.
- Sensitivity to and awareness of unique needs of minority cultures and diverse ethnic groups.
- Effectively work with others in a team environment and maintain composure in high stress situations.
- Must have valid driver's license and proof of liability insurance.
- Must pass criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Scotty's House.

Physical Requirements

- Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis.
- Able to grasp, push, pull objects and reach overhead.
- Able to operate a telephone and computer.
- Able to lift up to 20 lbs.
- Moderate independent travel by private auto required.