



Bilingual Forensic Interviewer/Bilingual Family Advocate 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: Bilingual Forensic Interviewer/Bilingual Family Advocate
Job Classification: FTE/Not Exempt
Salary Range: Depending on qualifications

Job Relationships:

Reports to: Lead Forensic Interviewer/Director of Programs/Executive Director
Supervised by: Lead Forensic Interviewer
Mentor: Family Advocate
Supervises: N/A

Summary: The Bilingual Family Advocate/Bilingual Forensic Interviewer provides crisis intervention, case management and information and referral services to children and their non-offending family members in accordance with the mission of Scotty's House Child Advocacy Center. 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:

- Provide each of the non-offending family members of each child referred to Scotty's House in order to:
 - provide crisis counseling
 - provide information and referral
 - provide case management
 - assist in completing crime victims' compensation forms
 - assistance with counseling referral and any needed follow-up
 - complete a needs assessment on each family and make appropriate referrals to community agencies as needed
- Assists non-offending caregivers with filling out intake paperwork and explaining their rights as victims.
- Provide long-term follow-up and case management to assist families with any additional services needed after their initial visit to the center.
- Serve as a liaison between forensic staff and counseling staff, ensuring that information regarding any needs of the child or family are adequately communicated and addressed.
- Coordinate services between MDT and prosecutor's offices to ensure all appropriate services are provided to the child and family in preparation for trial.

- 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.
- Bilingual required-English/Spanish. Able to read, write and speak English and Spanish proficiently.
- 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.