



SCOTTY'S HOUSE

Brazos Valley Child Advocacy Center

Where the healing begins

Bilingual Forensic Interviewer Job Description

Job Title: Bilingual Forensic Interviewer
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

Supervisor: N/A

Summary: A professional position charged with interviewing child victims of reported abuse and child witnesses to violent crimes and coordinating services for the child and family.

Essential Functions:

- 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;
- Foster an environment that is sensitive to a child's cognitive, emotional and psychological development, without leading a child in questioning;
- Provide court testimony when requested;
- Facilitate pre/post interview multidisciplinary case staffing for each interview conducted;
- Enters all case information into the client tracking system for all interviews of children completed
- Prepare and distribute the MDT case staffing list prior to the meetings within time frames that allow MDT members to review and prepare for the meetings
- Coordinate all meeting organizations details (food, materials needed, copies of staffing list, etc.)
- Attend all Multi-disciplinary Team (MDT) Staffing's in Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington Counties

- Assess and address ongoing training and technical assistance needs of MDT related to collaborative efforts throughout cases and cross discipline training
- Perform job duties in accordance with professional ethics and organizational policies and procedures;
- Assist in maintaining records of services including, but not limited to collecting all relevant child and family history; and maintaining all electronic and paper case files
- Participate in regular peer review and supervisory review sessions in which job proficiency is assessed;
- Stay current on forensic interviewing trends and literature and pursue professional development in the field of child abuse;
- Provides training as needed on the topic of Forensic Interviewing and/or CAC's and Scotty's House
- 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. Must be able to work with a variety of people, including clients and their families, professionals in the areas of law enforcement, medicine, education and agency employees; and
- Adhere to confidentiality policy;
- Provide on call, after hours coverage as scheduled by the Director of Programs;
- Ability to drive throughout seven county region for team meetings, hearings and other events as needed;
- Assist with community outreach and awareness activities;
- Must be able to work independently as well as function as a team member and accept guidance and direction from Director of Programs
- Perform other tasks and responsibilities as needed.

Minimum Requirements

- Bachelor of Science or Bachelor of Arts degree in psychology, social work, criminal justice or related field; Master's degree preferred.
- Five (5) years of experience working in the field professional experience working with children and families where abuse and violence are identified issues; professional experience in working with the criminal justice or child welfare system; knowledge of child abuse and trauma.
- Bilingual and able to read, write and speak English and Spanish proficiently
- Basic computer skills
- Other Skills include: ability to work with child abuse victims and non-offending caregivers, ability to work in stressful situations, ability to multi-task.
- Subject to background check, including criminal and Child Protective Service clearances.
- Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20 lbs).