

JOB DESCRIPTION



TITLE: Forensic Interviewer & Family Advocate
DIVISION: Safe Relationships
REPORTS TO: Child Advocacy Center Program
Manager
SUPERVISES: N/A
JOB BAND: 7
STATUS: Exempt, Full-Time

Summary:

Provides compassionate services that strengthen the well-being and safety of victims of domestic violence, sexual assault and child maltreatment. Conducts forensic interviews for cases assigned using a child advocacy center model. Delivers crisis intervention services, including direct information, advocacy and supportive services that allow individuals and families to make informed decisions.

Position Responsibilities:

- Delivers services to clients, scheduling and conducting forensic interviews and assisting the victim and the non-offending caretaker in understanding the criminal justice system.
- Schedules and helps facilitate effective team meetings and assists with the coordination of an effective program through the developing and monitoring of interagency protocol policies and procedures as assigned.
- Provides crisis intervention and assists in the recovery process by assessing, and implementing treatment plans and providing follow-up to those victims and their families not assigned for forensic interviews.
- Assist with the continuity of services at the Center by coordinating cases with collateral agencies, such as law enforcement, the District Attorney's office, the Department of Social Services, and medical community.
- Screen children residing at shelter and provide recommendations to designated staff. Work with community agencies to continue education and socialization for children residing at the shelter.
- Assist with the continuity of services at the Center by coordinating cases with collateral agencies, such as law enforcement, the District Attorney's office, the Department of Social Services, and medical community.
- Schedules and assists with the coordination of the multi-disciplinary team meetings, including documentation of activities.
- Plays an active role in raising the visibility of the programs, connecting the programs to the larger community, and using those linkages to increase the level of community resources (financial, volunteer, tangible, and in-kind) which benefit FSI programs. Maintain harmonious working and collaborative programming relationship with various sponsoring and advisory groups and other related services agencies.
- Assist with training to community organizations and provides backup coverage for crisis calls.

Position Qualifications:

- Bachelor's degree in a human services field (social work, psychology, marriage and family counseling)
- Minimum of 5 years working with children in the field of child maltreatment or an equivalent of education and experience, or a Master's degree and certification if such is available in the field of practice.
- Requires valid NC driver's license and ability to travel between various agency sites and community resources.

Knowledge, Skills & Abilities:

- Strong demonstrated skills in forensic interviewing.
- Excellent oral and written communication skills.
- Strong organizational, self-motivation, and decision making skills.
- Proficiency using Microsoft programs (Word, Excel, and PowerPoint).
- Proficiency using PC, mobile devices, scanner, copier, multi-line phone system, and other office equipment.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to work independently and collaboratively, as needed.
- Demonstrated crisis intervention skills and experience in services to individuals, families, and children and an understanding and acceptance of regional psychosocial, cultural, religious and economic differences.
- Articulates ideas clearly (both written and orally), listen accurately, and establish personal rapport with people from a variety of backgrounds.
- Maintains dignity and self-control in stressful situations and objectivity about personal strengths and limitations.

Expected Hours of Work:

Flexible schedule hours of work, including evening and weekend

Work Environment and Physical Requirements:

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

Physical Activity

- Carrying
- Writing
- Standing
- Walking
- Crouching
- Filing documents
- Communicating with internal and external stakeholders
- Using computers, telephone, mobile device

Physical Requirements

- Push, pull, lift, or carry up to as much as 25 pounds occasionally
- Must be able to sit or stand for long periods of time

Visual/Audible Acuity Requirements

- Must be able to read and distinguish small print
- Must have depth perception and be able to distinguish basic colors
- Must be able to distinguish normal sounds with some background noise
- Must be able to speak clearly and make self understood while also understanding others using the English language

Equal Employment Opportunity

Family Services, Inc. provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. Family Services, Inc. shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential responsibilities of the job and should not be considered a detailed description of all the work requirements of the position. Family Services, Inc. reserves the right to revise the job duties and responsibilities at any time with or without notice, based on the needs of the organization.