



CLASS SPECIFICATION

Class Code: 18155
Date Est: 06/2016
Last Rev: 03/2018
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

FORENSIC INTERVIEWER

DEFINITION

Under general supervision, incumbent performs forensic interviews with children who are possible victims of sexual and/or physical abuse or have witnessed violence, and generate reports that will provide evidence for court proceedings; performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in criminal justice, education, social work or related field AND two years of full-time professional experience working with children and families where abuse and violence are identified issues; OR four years of full-time experience POST law enforcement Category I or II certification working with children and families where abuse and violence are identified issues; OR an equivalent combination of experience and training.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Interviews children who are possible victims of sexual and/or serious physical abuse or have witnessed violence in order to obtain facts regarding traumatic events in a manner that follows the protocol deemed appropriate by the Child Advocacy Center Director and/or Multi-Disciplinary Team.

Summarize interview findings in succinct professional written reports in accordance with the Child Advocacy Center's policies and professional ethics to ensure all documentation meets legal requirements and multi-agency needs, and to maintain case and agency statistics.

Participate in supervision and peer review of child forensic interviews conducted by law enforcement agencies ensuring established protocols set by the Child Advocacy Center Director are followed.

Coordinate the scheduling of forensic interviews conducted at the Child Advocacy Center.

Participate in pre-interview staffing with members of the multidisciplinary team to review intake information and obtain information regarding child's emotional state, parent's response to the investigation, child's living situation and relationship to the perpetrator.

Participate in post-interview staffing and monthly case review meetings with members of the multidisciplinary team to review results of interview, including determination and interpretation of findings; clarify differences and opinions, and develop team plan for follow up regarding responsibilities, coordination and identification of the needs of child and non-offending family members.

Testify in criminal, juvenile and/or family courts when subpoenaed to provide expert testimony.

Conduct professional in-house and community outreach trainings about forensic interviewing and/or the dynamics of child abuse.

Maintain expertise in the fields of child investigative interviewing, child sexual abuse, developmental levels and other pertinent topics via ongoing training and research.

Provide day-to-day administrative and clerical support for the Child Advocacy Center Director and other Multi-Disciplinary Team members.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County, department and divisional policies, practices and procedures relevant to area of assignment.

Applicable federal, state and local laws, statutes, codes, regulations and standards.

Dynamics of child and/or sexual abuse and its impact on children.

Computer software programs specific to the department/division.

Current forensic interviewing techniques.

Principles and methods of training design and teaching for individuals and groups.

Ability to:

Communicate with a wide range of children from different cultural backgrounds.

Maintain expert status in the field of forensic interviews of child victims.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Interviewing and investigative techniques and practices.

Physical and emotional problems associated with children who are possible victims of crime.

Administrative and clerical procedures.

Skill to:

Apply interviewing and investigative techniques.

Ability to:

Read, interpret, and apply regulations, policies, and procedures.

Communicate in a clear, concise manner both orally and in writing.

Deal with a variety of emotions under stressful situations.

Gather, organize, analyze, and present a variety of data and information.

Establish priorities, organize work, and manage time effectively.

Maintain utmost confidentiality and sensitivity.

Establish, foster and maintain effective working relationships with those contacted in the course of work including medical professionals, law enforcement, community agencies and the public.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to sit for extended periods. Ability to lift and move objects weighing up to 25 lbs. Ability to operate office and investigative equipment including office equipment including computers, telephones, printers, copiers, FAX machine, still and video cameras, and audio/video equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.