

EASTLAND COUNTY CRISIS CENTER INC.
EASTLAND COUNTY CHILDREN'S ADVOCACY CENTER

Job Description Form

Job Title	Program Specialist/Forensic Interviewer	
Reports to	CAC Program Director	Revised, Effective Sept 1, 2019
Division/Department	Children's Advocacy Center	

	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

- ◆ Greets child victims and their non-offending caregivers upon their arrival
- ◆ Assists non-offending caregivers with intake paperwork, provide direct services, crisis intervention, explaining the process of an interview, and explaining their rights as victims
- ◆ Perform a mini-assessment of the families' unmet needs and makes the necessary referrals to other social services depending on the families' expressed needs
- ◆ Acts as an advocate for child victims and their non-offending family members by providing support and follow up services through face to face contact, phone calls, and letters in the appropriate time frames
- ◆ Maintain contact with victim and family throughout investigation phase and prosecution to inform them of the status of the case, upcoming meetings or court preparation, and support for victims and families
- ◆ Provide court advocacy, court preparation, and support for victims and families entering the legal system
- ◆ Assists families with gathering information for and filling out Crime Victim's Compensation paperwork and follows up on the completion and filing of such paperwork
- ◆ Use established protocol to conduct forensic interviews with children or developmentally delayed adults who are alleged victims of abuse or witnesses to violent crimes
- ◆ Testify in criminal/juvenile/civil court when subpoenaed
- ◆ Attend forensic interview peer reviews at least twice per fiscal year
- ◆ Speaks with non-offending caregivers about the availability of the CAC mental health services to all children and assist with the scheduling of in-house CAC mental health appointments and assessments
- ◆ Organize, maintain, and enter data in each client database and corresponding client files
- ◆ Document all services provided to clients according to agency requirements and guidelines
- ◆ Maintain and analyze cases and institutional child abuse statistics
- ◆ Prepare reports on outcome measurements
- ◆ Assist CAC Program Director with quarterly reports per grant requirements
- ◆ Promote collaborative relationships within the multidisciplinary team and the community
- ◆ Serve as the MultiDisciplinary Team meeting facilitator
- ◆ Assist the education staff in presenting recognizing, reporting, and preventing child abuse programs
- ◆ Assist with community outreach events
- ◆ Provide transportation for clients to or from other services as needed
- ◆ Completing work within ethical standards, professional guidelines, and agency policies, including confidentiality and a victim-centered approach to services delivery
- ◆ Be able to be on-call several times per month for emergency forensic interviews
- ◆ Attend training to meet education requirements of the agency
- ◆ Complete any additional duties as assigned by Program Director

WORK EXPERIENCE AND SKILL REQUIREMENTS

- ◆ Desire to be professional and to provide the best service to victims
- ◆ Prefer work or volunteer experience in social work or related field
- ◆ Prefer bilingual Spanish/English abilities
- ◆ Proficiency and accuracy in data entry and analytical skills

EDUCATION REQUIREMENTS

- ◆ Bachelor's degree preferred in social work or related field from an accredited college or university.

REVIEWED BY	Date
ACCEPTED BY	Date