

## **Center for Child Protection Job Description**

**Job Title: Forensic Interviewer**

**Supervisor: Director of Forensic Services**

**Job Summary:** The Forensic Interviewer conducts recorded forensic interviews with children or adults with disabilities as victims and/or witnesses to violent crimes for the purpose of multidisciplinary investigations, as scheduled and on an on-call basis. This position is responsible for turning in monthly statistics and attends case staffings as required by the Child Protection Team.

**Minimum Qualifications:**

- Bachelor's degree in psychology, social services, or a related field
- Experience with Child Protective Services or a related field
- Two years of experience in crisis intervention, counseling, child abuse, family dynamics, or child development preferred

**Job Tasks:**

1. Uses established protocol to conduct forensic interviews with children, or developmentally delayed adults, who are alleged victims of abuse or witnesses to violent crime
2. Assists in identifying client needs and provides recommendations to investigators and other Child Protection Team members
3. Provides crisis intervention and follow up with abused children, adolescents and their families
4. Accompanies child abuse investigators to offsite locations to conduct mobile forensic interviews
5. Assists law enforcement and other Child Protection Team members as needed
6. Participates in multi-disciplinary team case reviews
7. Writes case supplements and maintains case logs
8. Responds to after-hours, weekend and holiday requests for interviews and assistance from law enforcement and Texas Department of Family and Protective Services caseworkers on a rotating on-call basis.
9. Maintains case data using online CACTX Database
10. Coordinates cases with District Attorney's Office
11. Refers cases to appropriate services

12. Testifies in court hearings as necessary
13. Provides direct service support for forensic, medical, and therapy cases as needed
14. Participates in peer review sessions (CACTX Peer Review and internal peer review) for quality assurance purposes
15. Attends monthly staff meetings, weekly department meetings, and any other meetings as needed
16. Remains current with child abuse issues, research, and forensic interviewing techniques by attending trainings and reading research articles
17. Maintains a comprehensive knowledge of the mission, core values and vision of the organization and the children's advocacy center model
18. Performs other duties as assigned

**FLSA**

Non-Exempt

**Physical Requirements:**

Reaching	Occasionally
Handling	Occasionally
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

**Strength:**

Light Work - Lift up to 20 pounds occasionally

**Environmental Conditions:**

Noise: 3 Moderate

**Work Situations:**

- Direct/Control/Plan
- Influencing People
- Dealing with people
- Making Judgments/Decisions

### **Equal Opportunity Employer**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children's Advocacy Centers as an essential employer.