



Job Announcement

Child Forensic Interviewer and Family Support Specialist

The Organization:

Liberty House is a private, nonprofit child abuse assessment center serving Marion and Polk Counties. Liberty House serves as the base of our community's response to child abuse by coordinating multidisciplinary evaluation and intervention services for children for whom there are concerns of abuse and neglect. Our organization opened its doors to children and families in 1999. With a staff of 19 and a budget of over \$1.4 million, we serve more than 1,000 children and family members each year, providing medical evaluations, child interviews, family support, and information and referral services. Other programs include case consultation and review, community education, and professional training. Liberty House is a member of the Oregon Network of Child Abuse Intervention Centers (<http://www.childabuseintervention.org/>) and an associate member of the National Children's Alliance (<http://www.nationalchildrensalliance.org/>).

Liberty House works in close collaboration with federal, state and local law enforcement agencies, the Oregon Department of Human Services Child Welfare division, the District Attorney's offices in Marion and Polk Counties, the medical and mental health communities, and members of the local multidisciplinary child abuse response team.

Position Summary:

This position, Child Forensic Interviewer and Family Support Specialist, is a member of the Clinical Team, conducting child forensic interviews, family support activities, and community education.

Functions and Responsibilities of the Position:

- Conducts sensitive and thorough interviews, assessments, and screenings of children referred to Liberty House for concerns of child abuse or neglect; this includes providing support in medical examination and conducting digitally recorded child forensic interviews, as appropriate
- Obtains information in a forensically sound, neutral manner in compliance with State of Oregon Forensic Interviewing Guidelines and other legal requirements for evidence, and meets social service needs for protection and treatment
- Dictates and/or uses electronic health record software to generate reports within specific clinic timelines; accomplishes timely report editing
- Participates in quality assurance reviews, peer reviews and case consultation
- Testifies in court if necessary
- Provides family support services in a culturally sensitive manner
- Conducts family needs assessment focused on victimization and secondary issues
- Provides therapeutic crisis intervention/stabilization for family and child as needed

- Assists caregivers in formulating a safety plan as needed
- Provides education regarding abuse dynamics and clarification of victim and perpetrator roles, and how to support the child toward healing when appropriate
- Provides information and support regarding criminal justice and child protection systems
- Provides case planning, coordination and follow up services
- When providing family support, observes portion of child interview to assist in making treatment recommendations and to provide assurance to caregiver
- Completes all required documentation within specific clinic timelines
- Maintains required confidentiality
- Receives continuing education related to child abuse issues and interviewing techniques including specific training as requested
- Other duties, as assigned.

Functions and Responsibilities as a Liberty House Team Member:

- Maintain required confidentiality in compliance with Liberty House policies, HIPAA, and State of Oregon multidisciplinary child abuse assessment team statutory requirements
- Attend Liberty House Clinical Team meetings
- Attend Liberty House staff meetings and annual staff retreat
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members
- Promote a positive working environment by adhering to the Liberty House Code of Conduct
- Conduct the business of Liberty House so as to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

Qualifications:

Required Education and Experience:

- A professional with a Master's degree in social work, counseling, psychology, sociology, child development or related field **and** two or more years' experience working with abused or neglected children;
- **or** a professional with a Bachelor's Degree in social work, counseling, psychology, sociology, child development or related field **and** five or more years' experience working with abused or neglected children;
- **or** a law enforcement officer with an advanced certificate from DPSST **and** a minimum of four years' experience investigating sexual assault and child abuse.

Preferred Qualifications:

- Excellent communication skills
- Experience with and knowledge about child abuse issues
- Understanding of complex family dynamics
- Experience with children
- Ability to work effectively in complicated and/or crisis situations
- Ability and willingness to work cooperatively as a team member with Liberty House staff, Board members and representatives from partnering agencies

- Ability to communicate well with children and families, team members and partnering agencies
- Ability to learn from observation of self and others, and to apply learning into improved practice
- Ability to receive and deliver feedback effectively and regularly
- Ability and willingness to establish and maintain positive working relationships
- Experience with conducting interviews and family support services preferred
- Candidate must be able to read and write English. Ability to converse and write in Spanish is strongly preferred.

Hours, Compensation and Benefits:

- Full-time, 40 hours per week Monday – Friday.
- Compensation: dependent upon experience.
- Benefit package: health insurance, retirement match, 11 paid holidays annually, paid vacation and sick leave.
- Reports to: Liberty House Clinical Supervisor.

To Apply:

This position will remain open until it is filled. The first review of resumes will take place on Monday, June 16, 2014. Applicants may be invited to participate in a phone or in-person interview, but an interview is not guaranteed. The successful applicant will be paired with a mentor, will engage in ongoing peer review, and should expect a three-month probationary period and a six-month performance appraisal.

Interested applicants should email a resume and cover letter to:

Sally Wood
Chief Operating Officer
Liberty House
2685 4th St. NE
Salem, OR 97301
503-540-0288 ext 318
FAX: 503-540-0293
Email: swood@libertyhousecenter.org

The cover letter should explain why the applicant is interested in the job. It should also include a description of all experience relevant to each requirement of the position, and an explanation of why the experience makes the applicant qualified for the requirements of the job. The resume should include all relevant education and experience (both professional and volunteer) and at least three professional references relating to professional activity within the last five years. Letters of recommendation are not required but if submitted, should not exceed three. If the applicant does not wish a current employer to be contacted as a reference, the cover letter should explain why.

A State of Oregon criminal background check and a Department of Human Services Child Welfare background check is required for employment at Liberty House and will be completed for finalists.