



## **Position Announcement Child Forensic Interviewer**

### **The Organization:**

Kids Intervention and Diagnostic Service (KIDS) Center is a child abuse intervention center serving Central Oregon. We are a non-profit organization dedicated to the prevention, evaluation and treatment of child abuse. We interview and medically evaluate children who have suspected abuse. Founded in 1994 by the community, KIDS Center works together with law enforcement, medical providers and social service agencies to create a supportive response to child abuse through a multi-disciplinary team approach. We serve Deschutes, Crook and Jefferson County along with the Warm Springs Reservation. Our child friendly environment seeks to find out what has happened and to provide a path to healing through family support and therapeutic services. KIDS Center is a member of the Oregon Network of Child Abuse Intervention Center (<http://www.childabuseintervention.org>) and an accredited member of the National Children's Alliance (<http://www.nationalchildrensalliance.org/>).

### **Position Summary:**

This position includes gathering caregiver history from families and conducting video recorded forensic interviews of children (primarily aged 4-17), which includes note-taking, writing and editing of reports.

Interviewer may be called as an expert witness to testify in court. This position requires ongoing skill development in the area of child abuse and neglect and child interviewing.

### **Specific Responsibilities**

- Conduct sensitive and thorough forensically sound interviews, assessments and screenings of children for whom there are concerns of child abuse and/or neglect.
- Obtain information in a forensically sound, neutral manner in compliance with State of Oregon Forensic Interviewing Guidelines and other legal requirements for evidence.
- Provide support to medical examiners during medical examinations.
- Gather comprehensive social history from parent/caregivers.
- Gather relevant background information and current investigation status reports from community partners.
- Provide culturally sensitive support to family members during the evaluation process.
- Draft reports with pertinent information gathered from caregivers during social history and from the child during the evaluation.
- Work with the medical examiner to complete professional opinion and assessment section of the report.

- Conduct post-evaluation debrief sessions with parent/caregivers. Provide pertinent educational materials to family and make recommendations for referrals for appropriate community services.
- Communicate recommendations to Family Support Specialists to follow-up with the family.
- Testify in Grand Jury and Court as requested. Thorough preparation is expected.
- Participate in trainings and continuing education on interviewing skills and child abuse dynamics as requested.
- Participate in team case staffings and actively work toward team goals and organizational objectives.
- Participate in regular peer reviews.
- Keep informed on the latest child abuse issues and interviewing techniques. Conduct research on these topics as needed and/or requested.
- Participate in Medical Evaluation Team meetings.
- Conduct trainings and/or participate in public speaking engagements related to forensic interviewing as requested.
- Other duties as required.

**Duties and Responsibilities as a KIDS Center Team Member:**

- Quality improvement processes: participates in evaluation of individual and team functioning, actively works towards team goals and KIDS Center objectives.
- Conforms to KIDS Center policies, procedures and protocols.
- Upholds KIDS Center mission, vision and values.
- Interacts with all clients, staff and board with high ethics and accountability.
- Accountable to HIPAA standards (or more stringent standards set forth by state law or as developed by KIDS Center) for client privacy and confidentiality.

**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 of experience working with children who have experienced abuse or neglect required.
- **Or** a professional with a Bachelor's degree in social work, counseling, psychology, sociology, child development or related field **and** four years of experience working with children who have experienced abuse or neglect required.

**Preferred Qualifications:**

- Experience in forensic interviewing.
- Excellent communication skills.
- Experience with and knowledge about child abuse issues.
- Understanding of complex family dynamics.
- Ability to work effectively in complicated and/or crisis situations.
- 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.
- Candidate must be able to read and write English. Ability to converse and write in Spanish preferred.

**Physical Requirements:**

- Light work: exerting 1-20 lbs. of force frequently and up to 25 lbs. of force occasionally. Repetitive motions-frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone.

**Hours, Compensation and Benefits:**

- Full time, 40 hours per week Monday – Friday.
- Compensation: dependent upon experience.
- Benefit package: Health/Dental/Vision Insurance, Paid Time Off accrues at a rate of .0885 per hour (15.34 hours per month full time, 23 days per year) and can be utilized as soon as accrued. 8 paid Holidays.
- Reports to KIDS Center Clinical Director.

**To Apply:**

This position will remain open until it is filled. The first review of resumes will take place on Monday, February 23rd, 2015. 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 send a resume and cover letter to:

Lisa Weare

Operations Coordinator

KIDS Center

1375 NW Kingston Avenue

Bend, OR 97701

Phone: 541 383-5958 - Fax: 541 322-0580

Email: [lweare@kidscenter.org](mailto:lweare@kidscenter.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 KIDS Center and will be completed for finalists.

*In accordance with Federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, disability, religion, sex, or age.*