
Position Title: Forensic Child Interviewer
Reports to: Kids' Hope Center Program Director
Date/Approved by: 10/23/14 Breann Agnew
Related job codes (for cross reference):

Job Code: 231
Department: Kids' Hope Center
Salary Classification: Non-exempt

EXPECTATION FOR ALL EMPLOYEES

Support the organization's mission, vision and values by adhering to the behavioral standards of Bay Area Hospital. Effective communication skills and the ability to work effectively with people from various backgrounds are critical.

POSITION SUMMARY

- Provides on-site forensic child interviews and support to the families through the court process as part of a multidisciplinary assessment team.

PRINCIPLE DUTIES AND RESPONSIBILITIES

(Essential job requirements listed in **bold**)

- **Coordination of community partners and scheduling of forensic interviews**
- **Performs forensic interviews using interviewing and evidence gathering techniques taught in OCFIT -or- some other manner of nationally or state recognized 40 hour forensic interview training that includes child development**
- **Facilitate pre/ post interview multidisciplinary case staffing**
- **Participates in State and regulatory child advocacy or child abuse meetings, including bi-monthly case staffing**
- **Completes detailed written reports documenting completed forensic interviews for both disclosure and non-disclosure cases; submits documentation within two business days of the interview**
- **Provides testimony in legal proceedings as required by subpoena**
- **Documents attendance and events at trial cases, including outcomes; enters documentation into NCATrak database within two business days of court appearance**
- **Integrates current research in the field of child abuse assessment into the Kids' HOPE Center process**
- **Coordinates with the designated medical professional who is responsible for the medical evaluation for potential follow up questions to ask**
- **Ensures that accurate patient records are maintained and confidentiality policies are met**
- **Assesses physical needs and functional status of children**
- **Serves on the Coos County Sexual Assault Response Team (SART)**
- **Tracks and documents prosecution status for all Kids' HOPE Center cases using NCATrak**
- Assists in developing treatment recommendations with the Kids' HOPE Center medical and legal team
- Participates in monthly peer reviews, reviewing and presenting cases as needed
- Assist advocate in collecting all relevant child and family history and making appropriate referrals
- Conducts periodic re-interviews and assessments when necessary, and clearly documents any patient contact
- Collaborates with program director to inform and update program policies pertaining to changes in law concerning forensic interviewing

- Assures HIPAA compliance with all sensitive and patient specific information per Bay Area Hospital District and Kids' HOPE Center policies
- Participates in professional organizations, educational programs and community projects
- Participates in supervision, professional development and ongoing training activities- to include quarterly regional supported peer reviews for forensic interviewing

SKILLS AND ABILITIES

(Essential job requirements listed in **bold**)

- **Must be able to work and communicate well with children and adolescents**
- **Exercises good judgment, demonstrates effective critical thinking skills**
- **Flexible, able to prioritize and address multiple responsibilities concurrently**
- **Works effectively under stress and frequently changing job requirements/situations**
- **Maintains regular, consistent and punctual attendance at the assigned job location**
- **Demonstrates the ability to use a personal computer and various software programs applicable to the position**
- **Demonstrates the ability to operate applicable office equipment**
- **Exhibits the ability to deal effectively interdepartmentally & with the public**
- **Exhibits the ability to maintain confidentiality, think and act independently with minimal supervision**
- **Demonstrates strong writing, editing and proofreading skills**
- **Ability to participate in quality assurance reviews, peer reviews and case consultations**
- **Knowledge of and in compliance with, the center's policies and procedures**
- Bi-lingual communication skills preferred

EDUCATION/CERTIFICATIONS/LICENSES/DEGREES

(Essential job requirements listed in **bold**)

- **Forensic Interviewer must be or have been a law enforcement officer or a DHS-Child Welfare worker;**
- **Or have a Master's degree in a related field and two years of experience working with children;**
- **Or a Bachelor's degree and four years of documented experience working with children;**
- **And have completed the Oregon Child Forensic Interviewer Training or must obtain within 90-days of hire date**
- **Current Oregon driver's license and valid automobile insurance**
- **American Heart Association Healthcare Provider Basic Life Support (BLS) or must obtain within 60-days of hire date**

EXPERIENCE

(Essential job requirements listed in **bold**)

- **Background in working with children and families who have been affected by abuse**
- **Focus on continuing education and assures use of best practices**
- **Extensive experience in child development, mental health, psychology, social work, or related field**
- Background in interviewing children and families, and in the assessment of cases where allegations of abuse and/or neglect have been made preferred

GENERAL INFORMATION

Union Affiliation: None

The entirety of this job description outlines the requirements of a 1.0 FTE position. Items in bold indicate the required duties of a 0.5 FTE position. The required duties of this position may be modified in the event that its FTE status is adjusted. This position is funded solely by federal grants from the Victims of Crime Act (VOCA). The FTE status and long-term feasibility of this position are contingent upon the Center's receipt of such grants, as determined by VOCA.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and job skills required.

Physical/Mental/Environmental Requirements

- Requires extensive sitting with periodic standing and walking
- Requires the ability to deal with distressing, emotionally challenging circumstances and cases, including individuals who may be angry or upset
- May be required to lift up to 20 pounds
- Requires significant use of personal computer, phone and general office equipment
- Needs adequate visual acuity, ability to grasp and handle objects
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone
- May require off-site travel