



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 community. KIDS Center is a member of the Oregon Network of Child Abuse Intervention Centers (<http://www.childabuseintervention.org>) and an accredited member of the National Children's Alliance (<http://www.nationalchildrensalliance.org/>).

Position Summary:

The Child Forensic Interviewer 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 report editing. An interviewer may be called as an expert witness to testify in court. This position requires ongoing skill development in child abuse and neglect and child interviewing.

Specific Responsibilities:

Responsibilities include but are not limited to:

Forensic Interviewer

- Conduct sensitive, thorough, and forensically sound interviews, assessments and screenings of children when 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 parents/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 parents/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 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; including trainings and continuing education. 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.

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:

- Advanced degree in related field.
- 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.
- Strong interpersonal, communication and organizational skills.

Preferred Qualifications:

- Minimum of 2 years' experience in conducting forensic interviews in a Child Abuse Intervention Center (CAIC) or a Children's Advocacy Center (CAC).
- Bilingual (Spanish/English)
- Understanding of complex family dynamics.
- Ability to work effectively in complicated and/or crisis situations.
- 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:

- 0.5 - 1.0 full time equivalent. Part time **or** Full time considered. There is some flexibility in hours and work schedule. Please clearly state on your application your preference for part time or full time.
- Compensation: dependent upon experience.
- Benefit package: Health/Dental/Vision Insurance offered, 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. 9 paid Holidays.
- Reports to KIDS Center Clinical Operations Director.

To Apply:

This position will remain open until it is filled. Applicants may be invited to participate in a phone or an in-person interview, but an interview is not guaranteed. The successful applicant should expect a three-month probationary period followed by a performance appraisal.

Interested applicants should email a resume and cover letter to:

Lisa Schaub

Operations Coordinator

Email: lschaub@kidscenter.org

Or mail to:

KIDS Center

1375 NW Kingston Avenue

Bend, OR 97703

The cover letter should explain: the applicant's interest in the position; a description of all experience relevant to each requirement of the position, and an explanation of how the experience qualifies the applicant for the job. The resume should include: all relevant education, both professional and volunteer experience; and at least three professional references relating to professional activity within the last five years. A maximum of three letters of recommendation may be submitted. If the applicant does not wish KIDS Center to contact a current employer as a reference, please explain why in the cover letter. 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.

To file a complaint of discrimination, write Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR), 810 7th Street, NW, Washington, DC 20531 or call 202-307-0690 (Voice) or 202-3087-2027 (TDD/TYY). Individuals who are hearing impaired or have speech disabilities may also contact OCR through the Federal Relay Service at 800-877-8339 (TTY), 877-877-8982 (Speech) or 800-845-6136 (Spanish).