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## CHILD INTERVIEWER SUPERVISOR

### ABOUT US

**Children's Center** has been at the forefront of our community's compassionate response to child abuse and neglect since 2002. Our child-focused intervention and recovery strategies are grounded in trauma-informed care for children when there are concerns of physical abuse, emotional abuse, sexual abuse, neglect, drug endangerment, or a child has witnessed domestic violence. Nationally accredited Children's Center is also a leader in local efforts to keep children safe, adopting a model of strategic outreach and education focused on child abuse prevention. Recognized as the top medium-sized Nonprofit to Work for in Oregon in 2018, we strive to provide not only meaningful work but an environment where team members can thrive. As we enter 2019 with plans to expand our services, we invite you to join us in making a positive impact in the lives of kids in our community.

### JOB SUMMARY

As a key member of our clinical team, the **Child Interviewer Supervisor** ensures forensic interviews conducted at Children's Center meet national, state and local standards for excellence. Our Child Interviewer Supervisor coaches and supervises a small team of Child Interviewers, educates community partners, and also provides direct services by conducting forensic interviews of children, adolescents, and young adults suspected to be victims of abuse or neglect. Children's Center utilizes a multidisciplinary team approach to the evaluation of suspected child abuse, working in partnership with local investigative agencies.

**Reports To:** Medical Clinic Director

**Classification:** Salaried Exempt .8 FTE (exact schedule negotiable); full benefits

### DUTIES & RESPONSIBILITIES

**As a Child Interviewer Supervisor you will:**

- Provide individual supervision, coaching, and annual evaluation of Child Interviewers.
  - Assist in the recruitment and hiring of Child Interviewers.
  - Coordinate initial and ongoing clinical training for Child Interviewers.
  - Lead peer review opportunities for Child Interviewers.
  - Provide input on interviewer budget, staffing, salaries, and duties.
  - Provide educational presentations on child forensic interviewing to partner agencies, including MDT, organizations and individual professionals.
  - Provide consultation with other professionals requesting help on specific cases as it relates to interviewing best practices.
  - Collaborate with Family Support & Intake Specialist Supervisor as needed, assist in triaging assessment referrals to determine appropriate action according to Children's Center policies and protocols.
  - Be available for support and problem solving in evaluation process.
  - Build and maintain positive and collaborative relationships with community partners and staff.
  - Work closely with Medical Clinic Director, Examiner Supervisor, and Family Support Specialist Supervisor to ensure consistent, timely and high-quality work outcomes.
  - Share in the facilitation of clinical team staff meetings and participate in leadership meetings.
  - Assist the Medical Clinic Director in developing protocols, policies, procedures and other relevant documents.
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## As a Child Interviewer you will:

- Conduct sensitive and thorough interviews, assessments, and screenings of children for whom there are concerns of child abuse and/or neglect; this includes providing support in medical examinations and conducting digitally recorded interviews, as appropriate.
- Gather comprehensive social history from partners/caregivers.
- Complete all required documentation and reports in a timely manner.
- Obtain information in a neutral manner that meets legal requirements for evidence and meets social service need for protection and treatment.
- Be present during medical exams and assist medical provider as requested.
- Stay informed of the latest child abuse issues and child interview techniques.
- Receive continuing education related to child abuse issues, including specific training as requested.
- Maintain confidentiality.
- Testify in court, as necessary.
- Perform other job duties as assigned.

## QUALIFICATIONS

- A Master's degree in social work, counseling, psychology, sociology, child development or related field and two or more years' experience working with abused and neglected children; **or** a Bachelor's Degree in social work, counseling, psychology, sociology, child development or related field and five or more years' experience working with abused and neglected children.
- Knowledge of child sexual abuse dynamics and child development.
- Excellent verbal, written, and interpersonal communication skills, including ability to relate well to children and adults in crisis.
- Demonstrated experience and skill in interviewing children.
- Experience supervising staff and working as a team leader preferred.
- Discreet in handling confidential matters and materials; tactful and diplomatic in dealing with others.
- Proficiency in working with Microsoft Office suite applications including Word, Excel, and Outlook. Ability to learn other data management systems.
- Bilingual English/Spanish speaking skills preferred. Other languages helpful.

A criminal background check, sex offender registry check, and DHS child welfare registry check are required for employment at Children's Center and will be completed for all finalists.

## COMPENSATION AND BENEFITS

Children's Center offers competitive pay, a comprehensive benefits package, and a focus on work-life balance. We offer Providence medical plan options, one of which is 100% covered for employees; dental and vision insurance covered at 100% for employee; Flexible Spending Account; retirement plan with 3% match after 6 months of service and immediate vesting; Group Life; Employee Assistance Program; licensure reimbursement; 10 paid holidays; and a generous Paid Time Off (PTO) plan. We also offer opportunities to join and collaborate with cross-departmental teams such as our IDEA Team (Inclusion Diversity Equity Action), Green Team, Safety, and Fun Crew.



## HOW TO APPLY

Please email your resume and cover letter to Lori at [HR@childrenscenter.cc](mailto:HR@childrenscenter.cc) for immediate consideration. Include "Interviewer Supervisor" in the subject line of your email. Position open until filled.

**Children's Center is committed to creating an environment where everyone feels welcome, respected, and valued. We are proud to be an Equal Opportunity Employer and encourage qualified individuals with diverse backgrounds and life experiences to apply. Please visit our website at [www.childrenscenter.cc](http://www.childrenscenter.cc) to read our full commitment to diversity, equity, and inclusion.**

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