



## ***Forensic Interviewer***

Location: Albany, Oregon  
Reports To: Clinical Manager  
Status: Full-Time (Non-Exempt)

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At ABC House, our people are passionate about breaking the cycle of child abuse and neglect by supporting children as they find their voice, and helping children and families heal and thrive. Our core services include forensic medical exams and interviews to help identify child maltreatment, trauma counseling, family support services, and prevention and awareness education for the community. We envision a world in which every child has the opportunity to be happy, healthy and safe; parents and caregivers understand the impact of their actions on children; and our community actively and vocally stands up to child abuse and neglect. Join our team to help make a positive impact in a child's life today!

ABC House offers a culture of respect, teamwork, integrity and pride as well as competitive wages based on experience and a generous benefits package including 100% employer paid health insurance for the employee, including vision and dental.

### ***Primary Responsibilities***

The Forensic Interviewer is a key member of the ABC House child abuse assessment team and provides forensically-sound and evidence-based forensic interviews of children referred with concerns of child maltreatment. The Forensic Interviewer also helps coordinate the peer review process for Linn and Benton county interviewers and provides training in interviewing skills for community partners. Duties include but are not limited to:

- Forensic interviewing
  - Provide forensically-sound and evidence-based forensic interviews of children referred for concerns of child maltreatment, including gathering social history from client caregiver and preparation of final report.
  - Regularly participate in multidisciplinary team case review meetings.
  - Comply with lawfully-issued subpoenas and provide fact and expert witness testimony as required.
  - Participate in peer review and continuing education on a regular basis.
  - Maintain collaborative working relationship with multidisciplinary partners, including law enforcement and child protective services investigators.
- Peer review and training
  - In partnership with other ABC House forensic interviewers, help coordinate monthly peer review process for forensic interviewers in Linn and Benton counties.
  - Remain abreast of current research in forensic interview best practices and child abuse issues, and regularly disseminate to forensic interviewers and other members of the county multidisciplinary teams as appropriate.
  - Provide trainings to multidisciplinary team partners in effective interviewing techniques and related issues.

- Interview program support
  - Assist with monitoring partner forensic interviewer compliance with ABC House interviewing requirements, and maintain records accordingly.
  - Track loaned forensic interview recordings to ensure their timely return to ABC House.
  - Operate forensic interview recording equipment and trouble-shoot as needed.
- Other duties as assigned.

***Qualifications and skills include but are not limited to:***

- Successful candidate will possess one of the following:
  - Master’s degree in social work, psychology, child development or related field and two years of experience working with children;
  - Bachelor’s degree and four years of experience working with children; or
  - Past employment as law enforcement officer or Department of Human Services child welfare worker.
- Prior experience and training in forensic interviewing of children. Past work with a children’s advocacy center preferred.
- Fluent Spanish speaking preferred
- Demonstrated experience in building rapport with children and adults potentially impacted by trauma.
- Knowledge of child maltreatment issues, trauma in children, and trauma informed care, and strong research skills.
- Experience conducting professional trainings or facilitating preferred.
- Excellent verbal, written and organizational skills.
- Licensed, insured driver with access to reliable transportation.
- Ability to successfully complete criminal background check and child abuse registry check.
- Commitment to the Vision, Mission and Purpose of ABC House.

***Compensation:*** Dependent upon experience \$26.00-\$29.50/hour DOE. Excellent benefits package offered, including 100% employer-paid medical, dental and vision insurance for the employee, EAP program, paid holidays and a generous paid time off plan.

***To apply:*** All qualified applicants interested in this position are encouraged to apply by submitting a resume, three professional references, and a cover letter through the [application portal](#). The cover letter should answer the questions “Why are you interested in working for ABC House?” and “What draws you to forensic interviewing?”. Cover letter, resume, and references must be received for the application to be considered complete. By submitting your resume or CV through the portal you are attesting to the accuracy of the information therein. We will contact all candidates who are selected to advance in our application review process within a week of receiving the application.

ABC House is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and non-traditional family forms. ABC House is a drug-free work place. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.



## ***Mental Health Counselor Position***

**Location:** Albany, Oregon

**Reports To:** Clinical Supervisor

**Status:** Part-Time (.5) or Full-Time (Non-Exempt)

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The position is offered at .5 FTE (20 hours/week) or 1.0 FTE (40 hours/week) depending on the candidate's availability.

### ***If you are the kind of person who...***

- Has a background in trauma-focused mental health care,
- Loves working with children,
- Is passionate about serving the most vulnerable populations

### ***And you want to...***

- Be a part of a close-knit, supportive team that's working together to help children recover, heal, and transform from trauma,

### ***You are the Counselor we are looking for!***

At ABC House, our people are passionate about breaking the cycle of child abuse and neglect by supporting children as they find their voice, and helping children and families heal and thrive. We envision a world in which every child has the opportunity to be happy, healthy and safe; parents and caregivers understand the impact of their actions on children, and our community actively and vocally stands up to child abuse and neglect.

### ***What you will be doing:***

- Treating children who have experienced maltreatment
- Providing family or group therapy to non-offending family members
- Offering clinical support and consultation for the multidisciplinary team
- Working for one of Oregon's Top 100 Non-Profits

### ***What you bring:***

- Master's Degree in Counseling, Psychology, Social Work or other related field
- Active license to practice mental health care in the state of Oregon
- Experience delivering trauma-focused treatment modalities

### ***What we bring:***

- Competitive wages based on experience and an excellent benefits package including 100% employer paid benefits for the employee.
- Annual budget for training towards continuing education and professional development
- A tight-knit team with a culture of respect, integrity and values oriented around the goals of our mission
- A supportive and warm atmosphere, oriented around well-being, growth, and community

***Join our team to help make a positive impact in a child's life today!***

***Compensation:*** Dependent upon experience, \$24-\$28/hour. Excellent benefits, including medical & dental insurance, generous paid time off, training opportunities, self-care support and the ability to participate in our retirement plan.

***To apply:*** All qualified applicants interested in this position are encouraged to apply by submitting a completed application and cover letter through the application portal:

<https://abchouse.bamboohr.com/jobs/view.php?id=21>

ABC House is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and nontraditional family forms. ABC House is a drug-free work place. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.

## Executive Director

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**ABC House** is excited to announce that we have an opportunity for an experienced Executive Director to join our Leadership Team.

At ABC House, our people are passionate about breaking the cycle of child abuse and neglect by supporting children as they find their voice and helping children and families heal and thrive. We envision a world in which every child has the opportunity to be happy, healthy and safe.

The Executive Director is an important role for our organization. Our Director acts as the Chief Executive Officer and is responsible for the overall management and direction of the organization in accordance with its mission and vision. This position serves as the public face of the organization, including liaising with the media, networking within the community and participating in public speaking engagements.

This position works under the general oversight of the Board of Directors and is responsible for the following:

- **Leadership and agency management.** Oversees the day-to-day operations of the organization, including administration, programs and personnel. This position directly supervises the senior management team and works in concert with that team to hire and retain staff.
- **Financial performance and viability.** The Executive Director is responsible for the financial integrity of ABC House, including the creation of a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
- **Relationship-building and community presence.** The Executive Director develops and maintains relationships with key partners and stakeholders including multidisciplinary team (MDT) agencies, government leaders, nonprofit organizations and the business community.

The Executive Director will also support an internal culture at ABC House that reflects a high value placed on inclusion, connection, service and collaboration. The ideal candidate will have an interest in furthering our development of diversity, equity, inclusion and trauma-informed organizational health.

**The qualification required for this position include:**

- A minimum of 4 years of nonprofit management experience at a senior level. A Master's degree is preferred or equivalent combination of education and relevant experience.
- Experience working in a multi-disciplinary team and/or social services environment and experience working with a Board of Directors.
- Excellent management and supervisory skills and effective communication skills.
- Sound knowledge of financial management and strong fundraising and grant writing expertise.

ABC House offers a culture of respect, teamwork, integrity, and pride as well as competitive wages based on experience. We pay 100% of the employee's cost for health, vision and dental insurance. Paid time off and holidays are also included.

If you feel like this is the right position for you, please send your cover letter and resume to: [recruitment@cascadeemployers.com](mailto:recruitment@cascadeemployers.com).

Established in 1997, ABC House is a Children's Advocacy Center that offers child abuse assessment, treatment and support services, post-trauma counseling and youth and adult educational programming. We provide high-quality child abuse assessments for local children when there are concerns of abuse and neglect in Benton and Linn counties.

ABC House is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and nontraditional family forms. We are a drug free workplace. Please visit us at [www.abchouse.org](http://www.abchouse.org)

Cascade Employers Association is assisting with this recruitment.



## **Job Description for Therapist Position** (Supervision towards licensure provided)

- POSITION GOAL:** Provide mental health clinical assessment, diagnosis, and treatment of children who have experienced abuse and support for their non-offending families. Participate in Children's Advocacy Center training and collaboration with other agencies in responding to child abuse reports.
- SUPERVISOR:** Therapy Department Director
- QUALIFICATIONS:** Masters Degree in mental health related field and a professional license in social work, marriage and family therapy, or professional counselor. If not licensed, is receiving supervision toward licensure. *We prefer* but not *require* at least five years experience in a mental health setting dealing with individual, family, and group therapy for a range of child abuse/neglect issues, including domestic violence and/or drug endangered. Thorough knowledge of the principles and practices of mental health diagnosis, treatment planning and effective treatment modalities. Completion of online Trauma Focused Cognitive Behavior Therapy 2.0. Ability to work cooperatively with families, law enforcement, other agency personnel, and community partners.
- POSITION FUNCTIONS:**
1. Establish and maintain appropriate therapeutic relationships with children and family members
  2. Provide mental health intake and assessments of Children's Advocacy Center clients.

3. Develop treatment plans and provide individual, family, and/or group therapy to the clients of the Children's Advocacy Center.
4. Fulfill all clinical record keeping requirements.
5. Provide guidelines to other staff regarding appropriate communications with client families.
6. Maintain high ethical standards with regard to treatment and client confidentiality.
7. Maintain professional communications and case coordination with all involved social service agencies and community resources.
8. Attend weekly Multidisciplinary Team Review (MDT) meetings, provide consultation on case staffings when appropriate, and provide consulting services for MDT members on individual cases as requested.
9. Provide court testimony and expert witness testimony when requested.
10. Participate in Children's Advocacy Center training as requested.
11. Attend meetings of agency and community committees/work groups regarding child abuse prevention and treatment, to help coordinate services and keep open communication to better serve victims and their families, as requested by Therapy Director.
12. Report to and consult with Therapy Director on a regular basis. Report to Therapy Director concerns related to agency services; appraise and interpret ongoing therapy program operations and needs; report issues to Therapy Director as they arise.
13. Observe all agency policies and procedures.
14. Attend trainings/conferences as directed by the Therapy Department Director
15. Maintain confidential information and adhere to policies and procedures relating to safeguarding client information.
16. Maintain cooperative relationships with all agencies providing advocacy for child abuse victims within Jackson County and the Region.
17. Promote the Children's Advocacy Center program in a positive manner to clients, staff, volunteers and the community. Maintain a positive professional image at all times.
18. Encourage teamwork through cooperative interaction with clients, staff, volunteers and Board members.

19. Perform other duties as requested by Therapy Director.

I understand that this a 1.0 FTE position, based on 40 hours per week. Benefits allowed as per personnel policies are based on 1.0 FTE.

I understand that there is an initial six-month probationary period from date of hire, with a review by Therapy Director at the end of the six-month probationary period.

**Please send all resumes to Amanda Ribal at [aribal@cacjc.org](mailto:aribal@cacjc.org) with the job title in the subject line.**

# CHILDREN'S ADVOCACY CENTER OF LINCOLN COUNTY

## CHILD ADVOCATE POSITION

Reports To: Executive Director

### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

The duties and responsibilities of this position are dynamic and varied, but may be broken down as follows:

#### **Records Custodian**

- Create and maintain confidential client files, & route documentation as needed. Maintain records related to routing & releases of documentation.
- Responsible to check equipment is ready, some basic equipment troubleshooting, create DVD's.
- Make client packets, order files and other materials needed for services at the Center.
- Update chart notes in files on an on-going basis.
- Collect feedback from families & maintains client statistic logs.
- Provide grant statistical reports, and develops and prepares annual statistics on Center utilization.

#### **Child Advocate**

- Prepare the Center for children/families prior to forensic services, reorganizes it afterward.
- Welcome child/families, explain paperwork and orient them to the process when families are receiving forensic services at the Center.
- Interact & bond with the child during the services at the Center, manage family interactions.
- Provide information about the *Crime Victim Compensation* program and assist child victims and their families in submitting applications for the program.
- Assist with intake and scheduling of services and continue to communicate with child/families on an on-going basis, as needed, after the services at the Center.
- Coordinate with the Victim Advocates at the DA's office & accompany child during court proceedings.

#### **Member of Forensic Intervention Team**

- Primary support for Forensic Interviewer and Medical Director at the Center.
- Assist in forensic medical exams as needed, assist with Karly's Law medical exams.
- Prepare and sanitize medical exam room as needed.
- Attend FIT meetings and collaborate on processes.
- Assist in revising policies and procedures as needed.

#### **Member of Multi-Disciplinary Team**

- Serve as a Lincoln County Multi-Disciplinary Team member (MDT) in reviewing Lincoln County child abuse cases.
- Collaborate with the District Attorney's office, Law Enforcement, DHS, Indian Child Welfare and other agencies to provide advocacy and community resource referrals.

## **Member of Children's Advocacy Center Team**

- Attend staff meetings.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment.
- Promote positive and collaborative working relationships with members of MDT.

### **JOBSCOPE:**

Position works independently but also as part of a Forensic Intervention Team. Work is of considerable complexity and must exercise individual discretion, confidentiality, tact and compassion when dealing with child victims and their families. Extensive knowledge of victim advocacy, the criminal justice system, age-appropriate behaviors and child development is required. This includes strong boundaries as well as recognition of triggers and potential triggers in others as well as oneself. Contributes in the development of concepts, policies, protocols, and Center procedures. Ability to assist or support public presentations and a variety of community outreach events on occasion. Reports directly to the Executive Director.

### **SPECIFIC JOB SKILLS:**

Must have the ability to work independently and make decisions regarding sensitive situations that will be in the best interest of the child victim. Must have the ability to deal with psychological trauma, and work under stressful conditions in a sensitive, non-judgmental, professional manner and the ability to be positive, friendly, calm, patient, cooperative and flexible while dealing with child victims, their guardians and siblings. Must have the ability to participate in public speaking and outreach programs. Must have a very good knowledge of community resources and have the ability to make appropriate referrals. Must have superior verbal communication skills and have the ability to communicate clearly and patiently with clients, who for a variety of reasons may have difficulty understanding. Must be able to respond effectively in crisis situations with a judgment-free attitude, communicate with children at appropriate developmental levels, establish and maintain effective working relationships with the public, co-workers, volunteers, courts, and other agencies. Skill in operating personal computer software in word processing, spreadsheet, and database application is necessary.

### **EDUCATION/EXPERIENCE/LICENSES /CERTIFICATES REQUIRED:**

A Bachelor's degree in related fields such as psychology, child development, social work, or criminal justice, and an additional two to four years experience working with children is preferred, or an equivalent combination of education and experience that demonstrates the abilities to perform the duties of the position. Must possess a valid Oregon driver's license with a good driving record, automobile liability insurance is required by law. Must complete the state victim assistance academy or 40 hour on-line course within the first six months of employment.

### **JOB CONDITIONS:**

Regular business working hours, however the job may require hours outside of normal workday in courtroom advocacy, emergency situations, and public presentations. Stressful working conditions due to the fact this position deals with children and their families who

have been sexually or physically abused. Repetitive hours of standing, stooping, bending or sitting may be required.

**COMPENSATION:**

Full-time position, 40 hours per week Monday – Friday.

Compensation: \$40,000 - \$48,000 per year.

Health insurance and disability insurance.

Paid vacation, sick leave and holidays.

**TO APPLY:**

Applications will be accepted until the position is filled. Applications submitted by March 7<sup>th</sup>, 2021 will be included in the first round of screening.

Interested applicants may download the job application form from the Children’s Advocacy Center of Lincoln County website at [www.childrensadvocacycenter.net/job-openings/](http://www.childrensadvocacycenter.net/job-openings/)

Interested applicants should submit the completed application, a resume, and cover letter to Paul Schrader at:

[director@lccac.com](mailto:director@lccac.com)

Or

PO box 707

Newport, OR 97365

**Email submissions are preferred.**

A criminal background check, DHS Child Welfare Registry check, sex offender registry check and drug screening are all required for employment at the Children’s Advocacy Center of Lincoln County.

## CARES NW Child Abuse Interviewer Job Opportunity

Regular Full-Time position

**Spanish speaking strongly preferred**

With compassion and commitment, Child Abuse Interviewers embody the Legacy mission of making life better for others. They do this by collecting psychosocial information from parents/guardians of patients, assessing immediate risk. They work in partnership with the Emergency Department multi-disciplinary team, Law Enforcement, Department of Human Services and CARES NW. You are committed to working with healthcare teams to ensure every patient receives the care, comfort and dignity they deserve. If this is how you define your role as a Child Abuse Interviewer, we invite you to consider this opportunity.

### Essential Functions:

- Network with police and child protective agencies through contact with agency personnel.
- Interview children to obtain relevant information about allegations of abuse
- Prepare notes and review of interview in an organized and professional format
- Testify in court as to the results of child interviews
- Promote community awareness of child abuse issues through educational programs.

### Qualifications:

- MSW, MA, or Med in social work, counseling or related field.
- Two years experience related to child abuse issues with preference for those with experience interviewing children about abuse.
- Licensed Clinical Social Worker (LCSW), or Clinical Social Work Associate (CSWA) actively working toward LCSW licensure, or Licensed Professional Counselor (LPC), or Registered LPC Intern actively working toward LPC licensure.

To locate the posting and to apply for this position, go to [legacyhealth.org/for-health-professionals/careers.aspx](http://legacyhealth.org/for-health-professionals/careers.aspx), access view all careers and type in the Job Title – Child Abuse Interviewer (job # 19-11166).

Equal Opportunity Employer/Vet/Disabled





## **Sex Trafficking Intervention Coordinator**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

**POSITION SUMMARY:** Coordinate the Jackson County Coalition Against Sex Trafficking, provide direct service to survivors of trafficking, and coordinate and provide outreach within our county to promote awareness of the issue of trafficking.

### **QUALIFICATIONS:**

- Bachelor's degree in Psychology, Criminal Justice, Women's Studies or related field or two years' relevant experience preferred.
- Minimum one year direct service work with people in crisis.
- Public speaking experience.
- You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse check.

### **SKILLS AND ABILITIES:**

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally agile.
- Strong written and verbal communication skills.
- Ability to work as part of a team and to communicate effectively with community partners.
- Aptitude to develop extensive knowledge of the dynamics of sex trafficking.
- Develop a functional understanding of the varied and complex justice and social service systems.
- Ability and willingness to interact positively with the public, both in person and on the telephone.
- Ability to handle confidential information with integrity.
- Ability to maintain punctual, consistent attendance.
- Self-starter.
- Ability to organize and prioritize workload.
- Capable of establishing and maintaining open communication and positive working relationships with staff of programs and agencies that have missions which differ from our own.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Ability to provide training to professionals and community members.
- Capacity to work collaboratively with others.
- Knowledgeable about the social and cultural characteristics of the service population.

**ESSENTIAL FUNCTIONS:** (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Coordinate and facilitate monthly county-wide sex trafficking task force committee and subcommittee meetings.
- Spearhead protocols and processes for addressing sex trafficking in Jackson County.
- Collaborate with task force members to create a county-wide referral process.
- Create community awareness plan to train community-at-large on dynamics of sex trafficking.
- Oversee data collection for county sex trafficking statistics.
- Oversee and maintain county-wide resource list.
- Coordinate with the Department of Justice regarding training, task force meetings, and standardized screening and data collection.
- Promote the Agency in a positive manner to employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Provide support, information, referral and advocacy to survivors of sex trafficking.
- Provide training and education to volunteers, community groups and social service/criminal justice agencies.
- Serve on committees as appropriate.
- Position may require transportation of clients.
- Attend Agency meetings.
- Be part of on-call rotation within Agency.
- Other duties as assigned.

Position Name: Sex Trafficking Intervention Coordinator

Department: Advocacy Services

Supervisor: Program Director

Revision Date: 06-16-20

FTE: 1.0       Exempt     Non-Exempt

Position #: CW102018KC

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

Community Works is an Equal Opportunity Employer



[www.douglascares.org](http://www.douglascares.org)

## **A Child Abuse Intervention Center serving Douglas County, Oregon**

### **Executive Director Job Posting**

**Douglas C.A.R.E.S.** (Douglas County Children's Center, Inc.) located in Roseburg, Oregon, is seeking an Executive Director. This is a full-time position with a competitive salary plus benefits. Join a skilled compassionate team of professionals and make a difference in the lives of children and teens.

#### **Position Purpose**

The Executive Director works under the guidance and direction of the Board of Directors. The Executive Director is responsible for the leadership, operation and effectiveness of all agency activities and overall agency operations. In this role, she/he is responsible for the day-to-day financial/budget management, program management, program development, and funding development activities. This position will require high level problem solving skills. The Executive Director is expected to provide leadership to a team of employees, ensuring strong provision of quality services, and ensuring employee morale, team relations and organizational health are at maximum levels. She/he is also responsible for maintaining a positive, cooperative relationship with partnering agencies, other service providers, community leaders and funders.

#### **Leadership**

- Oversee all programs and services for the organization.
- Oversee quality assurance and outcome measures; ensure clinical consistency and ensure that programs meet national and state practice standards.
- Oversee program planning, development, implementation, enhancements, and improvements at the various site(s).
- Coordinate services and maintain positive working relationships with law enforcement agencies, Child Welfare, District Attorneys' Offices, medical providers, mental health providers and other service providers; identify and respond to coordination and service issues
- Serve on the Douglas County Child Abuse and Child Fatality Review Teams; participate on relevant committees
- Assess and respond to risk management issues
- Serve on the Douglas County Child Abuse Multi-Disciplinary Team
- Serve on and participate in the Oregon Network of Child Abuse Intervention Centers

#### **Fiscal Oversight**

- Ensure resource allocation is mission-related and mission-enhancing
- Manage all aspects of financial systems: develop, present and oversee budget; analyze financial reports, payroll, purchasing and other fiscal activities

- Secure funds through community relations activities, grant writing/management, collection of fees for services, contract development, donation solicitation and organization of special events
- Develop and maintain positive relations with funders
- Ensure that tax, fiscal, grant and other reports are submitted in timely manner

### **Community Relations**

- Communicate vision and mission to community and partners
- Ensure Douglas CARES participation in appropriate community efforts, across service sectors, and through collaborative strategies.
- Develop and maintain relations with policymakers and community leaders
- Develop and maintain relations with the business community and community in general
- Manage public relations and marketing efforts
- Serve as primary media spokesperson

### **Liaison to Board of Directors**

- Present relevant program and agency information at monthly board meetings; ensure board is kept apprised of major organizational issues
- Research major policy issues, provide information about alternative solutions, make policy recommendations and draft policies for board consideration
- Lead Board development efforts
- Serves at the direction of the Board of Directors
- Other duties as assigned by the Board of Directors

### **Other Responsibilities / Human Resources**

- Research, interpret and respond to proposed legislation and administrative rules; educate policy makers about impact on agency, children and families
- Ensure agency is actively involved in relevant policy discussions at the local, state and national levels; participate in appropriate work groups, task forces, and committees
- Ensure that relevant legal requirements and regulations are met; serve as HIPAA Compliance Officer
- Oversee facility and related contracts
- Hire, supervise and evaluate Center staff and volunteers
- Develop, maintain and update Center guidelines/practices and procedures
- Develop employee position descriptions
- Develop, evaluate and deliver employee and agency performance reviews
- Monitor and enforce the positive enactment of employee policies.
- Ensure staff training

### **Professional Qualifications for the Position**

- Advanced degree in human services, public administration or health related field and/or management experience in nonprofit, social services, health care or equivalent related degree is preferred.
- Requires successful background in team leadership, fund development, grant writing and management, fiscal oversight, coalition building and community relations, preferably in a community-based agency providing direct services.

**Licenses/Certification**

- Requires valid Driver's License or ability to obtain the same.
- Licenses/certifications required by State and/or federal authorities to administrate a Child Advocacy Center.

**Special Knowledge, Skills, and Abilities**

- Inclusive leadership style that promotes collaboration and open communication, and astute in the process of team building.
- Accessible, flexible, and adept in dealing with complex issues where diverse perspectives are held.
- Diplomatic and decisive, while being cognizant of the ramifications of decisions.
- Strong work ethic, a good sense of humor, a high energy level and a model of integrity and fairness.
- Excellent written and oral communication skills, and able to think on her/his feet while dealing practically with sometimes conflicting demands and expectations.
- Ability to work with and meet the needs of a diverse population.
- Office computer skills

**If interested, please send a Resume, Cover Letter, and a list of Professional and Personal References by email to:**

[becky@douglascares.org](mailto:becky@douglascares.org)

Position open until filled.



545 W Umpqua St, Ste #1  
Roseburg, Oregon 97471  
541-957-5646  
[www.douglascares.org](http://www.douglascares.org)

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## Licensed Therapist

**Douglas C.A.R.E.S.** (Douglas County Children's Center, Inc.) in Roseburg, Oregon is seeking a licensed therapist. This is a full-time position with a competitive salary plus benefits, based on 40 hours per week. Join a skilled compassionate team of professionals and make a difference in the lives of children and teens.

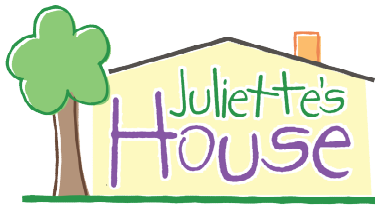
**POSITION GOAL:** Provide mental health clinical assessment, diagnosis and treatment of physically and sexually abused children, and support for their non-offending families. Participate in Douglas C.A.R.E.S. training and collaboration with other agencies in responding to child abuse reports.

**QUALIFICATIONS:** Master's Degree in mental health related field and a professional license in social work or marriage and family therapy. We prefer experience in a mental health setting dealing with individual, family and group therapy for a range of child abuse and neglect issues, including domestic violence and/or drug endangerment. Applicants should have a thorough knowledge of the principals and practices of mental health diagnosis, treatment planning and effective treatment modalities, and the ability to work cooperatively with families, law enforcement, other agency personnel and community partners. Bilingual skills are a plus for the position.

**Please send Resume, Letter of Interest, (4) Work Related References and (3) Personal References by email to:**

[becky@douglascares.org](mailto:becky@douglascares.org)

Open until filled.



CHILD ABUSE INTERVENTION CENTER

## FACILITIES & IT TECHNICIAN JOB DESCRIPTION

This is a full-time, benefited position (1.0 FTE)

Starting Wage: \$18.25 hr. (Possible increase dependent on preferred experience)

Juliette's House is a 501c3 organization. We support and medically assess children who are suspected victims of abuse or neglect. Headquartered in McMinnville, OR. We are the sole organization in Yamhill County providing comprehensive child abuse assessment and intervention and prevention services (working jointly in Polk & surrounding counties. National accredited Juliette's House is a place of healing for children, along with their non-offending family members or caregivers.

### COMPETENCIES / CHARACTERISTICS

- A strong team player, with willingness and desire to be an integral part of the organization.
- Ability to manage the upkeep equipment and supplies for organizational efficient operation.
- Ability to inspect buildings structures to determine the need for repairs or renovations.
- Enjoys supporting individual's equipment needs, helping other with varying equipment questions and needs.
- Understands and enjoys using proper procedures for the repair, overhaul, and maintenance of a variety of hardware including installation of software, phone systems, video systems, and other equipment.
- Strong work ethics centered in accountability and follow-through with attention to detail.
- Communicate well and maintains harmonious working relationships with other employees and public.

**Reports to:** Chief Operating Officer

### GENERAL BUILDING OPERATIONS RESPONSIBILITIES (in cooperation with COO and Operations Staff)

- Works effectively and assist all staff with various equipment and computer duties.
- Manage and assist employees with help tickets and general support needs.
- Plan and coordinate all installations (computer, utilizes, equipment etc.) and refurbishments.
- Ensure safe operations and support to employees to ensure best possible, problem-free conditions.
- Handle facility service contracts, memberships, and maintenance refills.
- Always maintain organizational safety procedures to meet set standards and requirements.
- Evaluate, maintenance issues and repair building as needed, and in the event of an emergency.
- Maintain fire, carbon monoxide, smoke, and other safety systems.
- Work with tools and supplies necessary to complete projects.
- Perform regular duties relating to waste disposal, grounds upkeep, building security, etc.
- Order regular stocked supplies and special project needs (on-line, in-person and over the phone).
- Maintain accurate records of projects, receipts of purchases and other related functions.
- Communicate with supervisors about any work that requires outside expert assistance.

## IT RESPONSIBILITIES

- Evaluate and determine organizational needs involving equipment and software for computer network, phone system, building alarm and security, interview recording equipment and clinical cortex flow.
- Keep up to date on new software and systems relating to information technology and computer systems.
- Responsible for the installation, configuration, troubleshooting, and on-going support of JH workstations, laptops, printers, peripheral equipment, and software throughout the organization.
- Confirm JH computer requirements and work with suppliers to develop solutions and updates.
- Provide ongoing assistance to staff with general computer questions ranging from password reset to possible troubleshooting.

## REQUIREMENTS

- 2+ Years IT, Network, Desktop Support or IT Hardware or Infrastructure experience
- In-depth knowledge of Windows 10 and Microsoft Office/Office365 with PCs, Laptops, Tablets, peripherals, and other hardware components.
- Experience with QuickBooks, Medisoft Solutions, Greater Giving, and other funding software is **a Plus**.
- Bilingual Applicants is also **a Plus**.
- Previous experience with clinical Cortexflo and computer forensic recording equipment **is preferred**.
- Previous experience with Salesforce, Network Servers, Integrated Phone Systems **is preferred**.
- Strong ability and desire to learn new systems, programs relating to software and equipment.
- Understanding of customer management systems, security, network, databases, and phone systems.
- Excellent interpersonal, organizational, communication and people skills.
- Willingness to inspect and evaluate all mechanical aspects of the building.
- Must have ability to climb heights, lift up to 50 lbs., climb ladders and work in small crawl space.
- Well-versed in technical/building operations and facilities management best practices.
- Knowledge of basic accounting and finance principles.
- Excellent verbal and written communication skills with strong analytical/critical thinking skills.
- Strong analytical/critical thinking skills, with ability to work effectively in an unsupervised environment.
- Excellent project management skills and strong ability to prioritize.
- Must be available to occasionally assist after normal work hours.

## BENEFITS

- Employer Provided Health & Vision Insurance
- Employee Assistance Program
- Employer Contributing IRA
- Generous Paid Time Off
- 13 Paid Holidays

Please e-mail resume and cover letter explaining your experience to: Bill Lindemann COO, [bill@Julietteshouse.org](mailto:bill@Julietteshouse.org)

**Juliette's House is an Equal Opportunity Employer**

**JULIETTE'S HOUSE CHILD ABUSE INTERVENTION CENTER**

1075 SW Cedarwood Avenue, McMinnville Oregon 97128

Phone: 503-435-1550 Fax: 503-435-1435 [julietteshouse@julietteshouse.org](mailto:julietteshouse@julietteshouse.org)

Juliette's House is a 501(c)(3) organization. Tax ID No. 93-1156152



## **Juliette's House Job Announcement**

Full-time – Family Support Team Coordinator  
Excellent compensation and benefits package,  
with increases depending on qualifications and experience.

Juliette's House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, and trauma. Our successes lead to vital positive social change and we are looking for a highly organized, energetic and passionate person to join our team. Visit [www.julietteshouse.org](http://www.julietteshouse.org).

### **Family Support Team Coordinator**

The Juliette's House clinical services team is seeking a licensed clinical social worker to oversee family support services. The family support team (FST) coordinator provides crisis support, ongoing information and psychoeducation, and resource referrals for caregivers so that they can more effectively support children towards healing. The FST coordinator also oversees the undergraduate internship program, developing and presenting a robust curriculum and supervising interns who assist with direct client support. The successful candidate will be grounded, reliable, self-motivated, and interested in helping develop and improve the program.

### **Primary Duties**

- Support families during child abuse assessments, orient them to the building, assist with paperwork, provided crisis counseling.
- Work closely with assessment team to determine needs of the child and family and help caregivers connect with local resources.
- Provide follow-up support and services with families for up to year to ensure access to community resources.
- Develop and present curriculum for students enrolled in internship program. Provide supervision for interns.
- Assist clinical services manager as needed with various tasks such as intake calls, medical charts organization, reminder calls, subpoena tracking, report distribution, etc.

### **Requirements**

- Master's degree in social work and license in the State of Oregon as a Licensed Clinical Social Worker
- One year of clinical practice with children and families, preferably with abuse survivors.
- Fluency in Spanish Preferred.
- Must be able to pass a criminal background, DHS Child Welfare Registry, and sex offender registry checks prior to employment.

### **To Apply**

Please email a cover letter and resume to Julie Siepmann

[jsiepmann@julietteshouse.org](mailto:jsiepmann@julietteshouse.org)



Open until filled.

Juliette's House is an Equal Opportunity Employer, in accordance with the State of Oregon. We embrace diversity and inclusivity. We employ without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, genetic information, marital status, veteran status, disability, or other characteristics protected under local, state, or federal law. We are a smoke free, weapon free, trauma-informed workplace.



## **Juliette's House Job Announcement**

### **Full-time – Licensed Mental Health Provider**

Excellent compensation and benefits package,  
with increases depending on qualifications and experience.

Juliette's House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, and trauma. Our successes lead to vital positive social change and we are looking for a highly experienced, organized, energetic, and passionate person to join our team. Visit [www.julietteshouse.org](http://www.julietteshouse.org).

#### **Child, Adolescent and Adult Mental Health Provider**

The Juliette's House mental health program is seeking a licensed therapist to provide individual, family, and group counseling to adults and children who have been impacted by trauma and/or grief. The role provides a rewarding opportunity to work closely with team members to help adults, children and families thrive. We are currently specifically looking for a provider interested in and willing to work with younger children (ages 3-10) in addition to older children, teens, and adults.

#### **Primary Duties**

- Provide triage, assessment, individual, family, and group counseling, as well as crisis services for adult survivors and, possibly, their families.
- Provide case management and consultation services for clients as needed to ensure continuity of care.

#### **Requirements**

- Graduate degree in Psychology, Social Work, or other mental health related field.
- Licensure in the State of Oregon.
- Three years of clinical practice with children and families, including abuse survivors.
- Fluency in Spanish Preferred.
- Must be able to pass a criminal background, DHS Child Welfare Registry, and sex offender registry checks prior to employment.

### **To Apply**

Please email a cover letter and resume to Julie Siepmann

[jsiepmann@julietteshouse.org](mailto:jsiepmann@julietteshouse.org)

Open until filled.

Juliette's House is an Equal Opportunity Employer, in accordance with the State of Oregon. We embrace diversity and inclusivity. We employ without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, genetic information, marital status, veteran status, disability, or other characteristics protected under local, state, or federal law. We are a smoke free, weapon free, trauma-informed workplace.

#### **JULIETTE'S HOUSE CHILD ABUSE INTERVENTION CENTER**

1075 SW Cedarwood Avenue, McMinnville Oregon 97128

Phone: 503-435-1550 Fax: 503-435-1435 [info@julietteshouse.org](mailto:info@julietteshouse.org)

Juliette's House is a 501(c)(3) organization. Tax ID No. 93-1156152



## Child Forensic Interviewer Position Description

**Reports To:** Lead Forensic Interviewer

**Mission:** Providing intervention and advocacy for children who are victims of, or witnesses to, crime.

**Vision:** Kids FIRST's Vision is to reduce the trauma experienced by children and families experiencing child abuse and neglect through its multidisciplinary intervention, advocacy, support and strong community partnerships.

### **POSITION OVERVIEW**

Conducts Forensic Interviews of children in accordance with the Oregon Interviewing Guidelines. Actively participates and provides guidance as a member of the Lane County Multidisciplinary Team. Educates community members and MDT Partners on various child abuse topics. Occasional court testimony required as a fact and/or expert witness. This position is full time, salaried/exempt.

### **JOB RESPONSIBILITIES**

- Conduct forensic interviews that are research-based, developmentally appropriate, and culturally sensitive in accordance with the Oregon Interviewing Guidelines;
- Collaborate and consult with MDT partners regarding cases referred for child abuse assessment before, during, and after a forensic interview;
- Report disclosure outcomes and complete detailed data tracking and case management as it relates to clients served at Kids FIRST.
- Provide guidance and specific recommendations at MDT case review based on role and general expertise as it relates to child abuse, child development, dynamics of disclosure, best practices in forensic interviewing, memory and trauma;
- Familiarize with relevant research and interviewing techniques by seeking resources aligned with current best practices and by participating in continuous professional development opportunities;
- Carry a leadership position in mentoring other OCFIT trained forensic interviewers in our county, as well as our region. Participates and assists in facilitation of peer review, locally and regionally;
- Provide outreach and education to community partners, locally, regionally and statewide. Serves as expert and may consult and train on projects such as OCFIT and advanced interviewing topics;

- Promote Kids FIRST in a positive and professional manner with clients, staff, MDT partners and the community;
- Other duties as assigned

### **REQUIRED QUALIFICATIONS**

- Master's degree in social work, counseling, psychology, sociology, child development, or related field **and** two years of experience working in a child abuse related profession; **or**
- Bachelor's Degree in social work, counseling, psychology, sociology, child development, or related field **and** four years of experience working in a child abuse related profession;
- Ability to pass a fingerprint-based criminal background check and child welfare history check;
- Respect for confidential information, HIPAA, and the privacy of those the Center serves;
- Commitment to the mission, values and aspirations of Kids FIRST;
- Strong interpersonal skills with ability to effectively communicate with a diverse group of individuals including multidisciplinary team members, volunteers, interns, donors, and peers;
- Ability to work in a fast paced environment, under tight deadlines, with meticulous attention to detail;
- Ability to be proactive, positive, and solutions oriented; ability to be supportive of all team members is essential. A positive "can do" attitude and willingness to work until the job is done is essential

### **PREFERRED QUALIFICATIONS**

- Bilingual English/Spanish
- Knowledge of statutory requirements relating to child abuse reporting laws, civil and criminal investigation, MDT approach, and the justice system.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds.

### **WORK ENVIRONMENT**

This position is based in an office setting.

### **COMPENSATION:**

Salary range: \$55,000-\$75,000 annually, DOE

Kids FIRST offers a competitive benefit package, including but not limited to: paid time off, paid holidays, 100% employer paid health and dental benefits for employee and family, FireMed membership, long and short-term disability, FSA and 3% retirement match.

**Paid Holidays:** New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

**TO APPLY**

**This position will remain open until filled with first review scheduled for April 16<sup>th</sup>.**

Please send resume, a cover letter outlining the required and preferred experiences that meet this position description, three professional references, and answers to the following supplemental questions to: [hiring@kidsfirstcenter.net](mailto: hiring@kidsfirstcenter.net)

Supplemental Questions:

#1 Why is a multidisciplinary approach to child abuse investigation important?

#2 Describe your experience training other professionals in the field of child abuse investigations (i.e., Attorneys, Law Enforcement, Child Welfare/Protective Services Staff, Medical Professionals, and Social Services Providers).

Incomplete applications will not be considered.

*Kids FIRST is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and non-traditional family forms. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.*



## Child Abuse Medical Provider/Medical Director

*Are you a licensed physician who is looking for a meaningful and fulfilling position? Are you looking to work as part of a multidisciplinary team of professionals that works together to make a difference for children? Kids FIRST in beautiful Eugene, Oregon seeks a licensed physician or other licensed health-care professional trained in the evaluation, diagnosis, and treatment of child abuse, to perform medical evaluations of suspected child abuse victims. While experience in child abuse medicine is ideal, providers with experience in pediatric or family medicine are qualified.*

Kids FIRST is an Accredited Children's Advocacy Center and has been serving Lane County since 1994. The Medical Director will conduct examinations in the clinic setting, and will also participate in child abuse education. Experience in pediatric or family medicine is required, and knowledge in the diagnoses and treatment of child maltreatment is preferred. Core duties include direct patient care in the Kids FIRST clinic, record and file reviews for patients seen offsite, and testifying in legal proceedings as needed.

**Mission:** Providing intervention and advocacy for children who are victims of, or witnesses to, crime.

**Vision:** to reduce the trauma experienced by child victims of abuse and their non-offending family members through multidisciplinary intervention, advocacy, support and strong community partnerships.

### **Responsibilities:**

Responsibilities include, but are not limited to, the following:

- Evaluate child abuse records and compose detailed medical report after reviewing assessments (typically Karly's Law)
- Write detailed medical reports from medical assessments performed.
- Observe forensic interviews of children and make recommendations as needed.
- Consult with forensic interviewers to complete professional opinion when applicable.
- Collaborate on a Multidisciplinary Team (MDT), comprised of representatives from Law Enforcement, the District Attorney's office, Department of Human Services, and other community agencies who work to collaboratively manage and prevent cases of child maltreatment
- Testify in court as an expert witness for child maltreatment cases
- Participate in quality improvement processes, to include peer review, ongoing education, and journal review as required
- On-call coverage is required, to include mostly phone consultations from area hospitals, child welfare, and law enforcement professionals.

- Track outcomes of medical assessment peer reviews to determine whether medical assessments are being completed effectively
- Competency in trauma-informed care; ability to communicate compassionately, and remain objective and non-judgmental.
- Provide training and educational opportunities to community partners.

**Essential Requirements:**

Licensed to practice medicine and prescribe medications in the State Of Oregon. Pediatric experience is required, child maltreatment knowledge and experience is preferred. Specialized training in pediatric exams and forensic evidence collection is preferred. Kids FIRST requires all staff and volunteers to pass a complete criminal history and child welfare background check. References are required. Employment is contingent upon acceptable references. Knowledge and practice of HIPAA standards for patient confidentiality, professional code of conduct, and ethical standards are essential.

Knowledge of Oregon Revised Statutes concerning child abuse crimes and procedures, law enforcement investigation procedures, and relevant criminal and civil laws regarding rules of evidence are encouraged. Ability to communicate effectively with clients and team members from diverse backgrounds. Facilitation skills to enable one to act as a consultant regarding child abuse issues. Ability to establish and maintain professional relationships with community agencies, the public, and clients.

Bilingual Spanish-speakers encouraged to apply.

**Compensation:** The salary range is competitive and dependent on experience. Relocation assistance available. Excellent benefits package offered, including 100% employer-paid medical, dental, and vision for employee and family, EAP program, 3% retirement match, FireMed membership, paid holidays and paid time off plan.

**To Apply:** This position will remain open until filled. Interested applicants should email a resume and cover letter, attention to Dr. Deanna St. Germain D.O.

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## **Liberty House Job Announcement**

Certified Medical Assistant

Full-time - 40 hours

Starting at \$18.00 per hour

Excellent benefits package

### **About Liberty House**

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief since 1999. Our successes lead to vital positive social change and we are looking for an experienced Certified Medical Assistant to join our clinic team.

Liberty House provides a range of services for children and their families including a specialized clinic, mental health services and a prevention program. In the clinic, core services include medical check-ups, forensic interviews and family support. Mental health services are provided in Hope & Wellness Services where our highly trained therapists utilize trauma-informed counseling for children and families. Our prevention program provides community education strategies that are shown to decrease child abuse.

Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Certified Medical Assistant**

The Medical Assistant provides support to the Clinical Team in scheduling clients and assisting with Examinations. This position reports to the Chief of Clinical Operations.

### **Primary Duties**

- Assist with confirming appointment and chart creation.
- Take height and weight measurements and vital signs.
- Take clear, concise notes during examination.
- Assist the provider during the examination.
- Request and receive medical records from other providers and partner agencies as needed.
- Communicate by telephone with families, pharmacies, and laboratories on behalf of the Medical Director, Intake Coordinator, and other members of the Clinical Team.
- Schedule X-rays.
- Fill out lab slips and submit in electronic format.
- Follow up on test results.
- Coordinate use of digital camera.
- Process digital photos: download on to computer, burn onto CD, and store.
- Clean the examination room after each examination.
- Keep the examination room organized and stocked, including lab supplies.
- Provide backup support to the Liberty House Intake function.
- Assist with maintenance of the database of suspicious physical injury (Karly's) referrals.

- Perform other duties as assigned.

## **Requirements**

- Certified Medical Assistant credential issued by a recognized accrediting organization.
- At least two years' experience working as a Certified Medical Assistant, preferably in a pediatric clinic.
- Valid Oregon Driver's License and acceptable driving record; proof of automobile insurance; and reliable personal transportation.
- Pass a criminal background, a sex offender registration, and child abuse registry check.
- Interest in Liberty House mission

## **Other Qualifications**

- Fluency in Spanish is helpful but not required.
- Knowledge of child abuse dynamics.
- Skill in telephonic, written, and verbal communication.
- Familiarity with the Microsoft Office suite of tools, including Excel.
- Able and willing to work as a team member with Liberty House and its partner agencies.

## **To Apply:**

Please email a cover letter, application and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled.

Liberty House does not discriminate on the basis of race, color, religion, age, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.



## **Liberty House Job Announcement**

Forensic Interviewer

Full-time - 40 hours

Starting at \$53,000 - \$58,000 per year

Excellent benefits package

### **About Liberty House**

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief since 1999. Our successes lead to vital positive social change and we are looking for an experienced child forensic interviewer to join our clinic team.

Liberty House provides a range of services for children and their families including a specialized clinic, mental health services and a prevention program. In the clinic, core services include medical check-ups, forensic interviews and family support. Mental health services are provided in Hope & Wellness Services where our highly trained therapists utilize trauma-informed counseling for children and families. Our prevention program provides community education strategies that are shown to decrease child abuse. The mission of the Child Forensic Interviewer/Family Support Specialist is to skillfully have a conversation with a child which can provide information about a possible event that the child may have experienced or witnessed as well as to support families during what could be an extremely traumatic time in their lives.

Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Forensic Interviewer**

The Forensic Interviewer is a member of the clinical team at Liberty House. Core responsibilities of the position include conducting developmentally sensitive, forensically sound interviews of children, adolescents and adults with disabilities referred for assessment of sexual abuse, physical abuse or neglect.

### **Primary Duties**

- Conducts developmentally sensitive and forensically sound interviews for concerns of abuse and/or neglect which are digitally recorded for purposes of preserving statements for the use in assessing safety, criminal allegations and treatment needs.
- Provides support to medical providers by way of accurate documentation of dialog in the context of medical examinations.
- Participates in ongoing regional and internal peer review, which includes learning from observation of self and others, and applying strategies to improve practice.
- Participates in internal case consultation as well as in coordination with a multi-disciplinary team
- Testifies in court when necessary.
- Completes all required documentation, reports and summaries in a timely manner and according to legal and professional standards.
- Maintains confidentiality in accordance with HIPAA and other legal requirements.

- Receives continuing education related to child abuse issues and interviewing techniques including specific training as requested.
- Other duties, as assigned.

## Requirements

- 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 in a social services capacity with abused or neglected children and adolescents;
- **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 in a social services capacity with abused or neglected children and adolescents;
- **Or** a law enforcement officer with an advanced certificate from DPSST\* **and**\* a minimum of four years' experience investigating sexual assault and child abuse **and** a minimum of two years' experience conducting forensic interviews of children.
- Must have or be able to successfully complete the Oregon Child Forensic Interview Training (OCFIT).
- Bilingual (fluent in Spanish). Candidate must be able to read and write English. Bilingual Spanish and English is a plus, but not required.
- Understanding of complex family dynamics.
- Ability to work effectively in complicated and/or crisis situations
- Able and willing to work as a team member with Liberty House and its partner agencies
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment
- Interest in Liberty House mission

## To Apply:

Please email a cover letter, application and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Optional documents: Up to three letters of recommendation.

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled.

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## **Liberty House Job Announcement**

Legal Department Team Leader

Full-Time – 40 hours

Compensation: Dependent upon education and experience

Excellent benefits package

### **About Liberty House**

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief since 1999. Liberty House is a Child Advocacy Center and our mission is “excellence in the assessment, treatment and prevention of child abuse, neglect, trauma and grief in order to promote health and hope in children, youth, families and communities.” Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Legal Department Team Leader**

This position has two principal responsibilities: supervising the work of the Legal Department and supporting the CEO in accomplishing major strategic initiatives. This is a management role and this professional serves on the Leadership Team. The professional serving in this position works closely with and is supervised by the CEO. As the Legal Department Team Leader, this individual will oversee the Legal Department in responding to subpoenas, preparing records, and coordinating court testimony for Liberty House personnel; this role requires competence in both civil and criminal law. At the CEO’s direction, this professional may interact with the local multidisciplinary teams (MDTs) of the counties served by Liberty House, will oversee the updating of organizational policies and procedures, and will assist the organization in its efforts to become nationally accredited. This professional must be able to collaborate with and work effectively with families, agency partners, attorneys, courts, the Chief Executive Officer, Legal Department team members and other Liberty House departments in fulfilling the organization’s mission and goals. This role requires a high-energy, highly productive professional with a can-do attitude, excellent writing skills, and a willingness to go above and beyond to help the organization succeed.

### **Primary Duties**

- Oversees the Legal Department in acting as the first point of contact to review all requests for records or information and legal documents received. Must recognize conflicting deadlines and prioritize tasks accordingly and delegate tasks to the Legal Assistant as appropriate.
- Oversees and performs prompt and accurate response to, and processing, inquiries and requests for patient/client/child abuse investigation records.
- Review and process subpoenas requiring staff to testify as witnesses in court.
- Interact directly with, and provide information to, attorneys, court personnel, multidisciplinary team partners and private individuals through a variety of means.
- Properly maintain records and files, and have a thorough knowledge of the content as well as all the various locations where records may be stored.
- Draft and update Liberty House policies and procedures, working closely with the CEO.
- Properly provide records to authorized, and verified, individuals for onsite pickups.

- Conduct legal research, analysis, and writing meant to provide a concise analysis of relevant facts, applicable law, and suggestions for management action.
- Meet weekly with the Chief Executive Officer to provide an overview of how the Legal Department is doing and any issues that have risen and require CEO consideration.
- Establish healthy, professional relationships with colleagues within and outside Liberty House, including multidisciplinary team (MDT) partners in both Marion and Polk Counties.
- Become a subject matter expert on the National Children's Alliance Standards for Accredited Members.
- Monitor and track the Legal Department workload for statistical presentations to the Leadership Team.

## Requirements

- Bachelor's Degree in a related field; Juris Doctor from an accredited law school; active member of the Oregon State Bar.
- At least two years' experience post law school, working in the field of law, specifically with criminal, juvenile, dependency, and/or family law; litigation experience preferred.
- Minimum two years' management/supervision experience.
- Experience and/or training working with electronic health records systems. Experience with NextGen is preferred.
- Proficient computer skills using standard Microsoft applications, e.g., Word, Excel, Outlook.
- Excellent time management and project management capabilities.
- Highly productive; takes initiative; actively seeks to improve procedures and workflow.
- Ability to anticipate needs and develop a plan for meeting them.
- Ability to meet deadlines consistently.
- Able and willing to work successfully as a team member with Liberty House and its partner agencies.
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment.
- Commitment to the Liberty House mission.

## To Apply:

Please email a cover letter, application, and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled.

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# Serve Children in a Vibrant Community!



*Change Lives Every Day*



**Liberty House**



**Hope & Wellness**  
SERVICES





**Liberty House Job Announcement**  
**Pediatric Medical Provider**

Full-time—40 hours  
Excellent benefits package

**General Liberty House Background**

Liberty House, [www.libertyhousecenter.org](http://www.libertyhousecenter.org), is a mission-driven nonprofit organization founded in 1999 and dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief. Our successes lead to vital positive social change and we are looking for an energetic and passionate person to join our team.

**About the Area**

Salem, Oregon is located in the beautiful Willamette Valley where we are within 1 hour of Oregon's spectacular coastline and ocean beaches, Mt. Hood, the Columbia Gorge, wineries and Metropolitan Portland. While being one of the largest cities in the State, Salem has a friendly small-town feel.

There is an award-winning school system, abundant parks and recreational activities, mild climate, easy access to nature, great restaurants and a quaint downtown which make it a wonderful place to set down roots.

Learn more about our dynamic community in this video: <https://youtu.be/GHTWUBLT-tQ>.

**Excellent Benefits Package**

In addition to joining a vibrant and talented team focused on positively impacting children, we have superb benefits to support our staff:

- Health Benefits include family coverage options, health, eye and dental insurance
- Medical malpractice coverage
- Retirement plan with up to a 3% match
- Wellness program which includes gym membership support, an employee assistance program, worksite massage and regular organization wellness activities
- Professional development and peer support
- Paid sick, vacation, personal days and 11 paid holidays
- Team building activities and staff retreats
- An office culture focused on honesty, integrity, courage and an outward mindset
- Facility dog which spends its days supporting children and bringing a smile to our team
- Relocation reimbursement negotiable
- Annual CME time and funding allowance
- Regular Monday through Friday, 8am to 5pm schedule

## **Pediatric Medical Provider**

We are seeking a board-certified/board-eligible physician with a strong commitment to patient care and community engagement. You will work as part of a team including physicians, nurse practitioner, physician assistants, forensic interviewers, family support and clinic staff. Plus, you will partner with our Multi-Disciplinary Team (MDT), which includes various law enforcement agencies, Department of Human Services and the District Attorney's office.

The pediatric medical provider will assess children with concerns of all forms of child maltreatment including physical abuse, sexual abuse, neglect, drug exposure, medical child abuse, failure to thrive and significant social concerns. In addition, you will interpret medical records and testify in cases as to the medical condition and possible causes of the injury or condition.

## **Primary Duties**

- Perform sensitive and thorough medical examinations of children referred for concerns of child abuse and/or neglect, including rapport building, colposcopy, photography and team participation during child interviews.
- Gather comprehensive social and medical history from patients and their caregivers and review other relevant case information.
- Coordinate medical follow-up for each patient as necessary.
- Prepare comprehensive documentation of all evaluations in a timely and neutral manner that meets legal requirements for evidence and social service needs for protection and treatment.

## **Requirements**

- MD or DO degree
- Board certified or Board eligible (consideration for Family Practice, Emergency Department or other relevant specialty considered) in pediatrics or sub specialty certification in child abuse pediatrics.
- Licensed or eligible for licensure in the State of Oregon
- Knowledge of child abuse dynamics.
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment

Liberty House is an Equal Opportunity Employer.

## **To Apply**

For those interested, please email the following documents to [syoung@libertyhousecenter.org](mailto:syoung@libertyhousecenter.org):

- Cover Letter
- Resume
- Liberty House Job Application ([downloadable here](#))

Attn: Sean Young

All applications will be treated with confidentiality.