



## Job Description

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<b>Position Title:</b>	Forensic Interviewer
<b>Reports to:</b>	Executive Director
<b>Primary Location:</b>	Kids' Harbor, Too-St. Robert, MO
<b>Designation</b>	Full-Time, Non-Exempt
<b>Salary Range:</b>	\$32,000-\$35,000

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### General Summary

The Forensic Interviewer utilizes research based, nationally recognized, and agency adopted interview protocols and techniques to conduct interviews of children ranging in age from toddler up to 18 years of age regarding allegations of sexual abuse, physical abuse, drug endangered, witness to violence, and neglect. The forensic interviewer actively participates in monthly multidisciplinary team meetings, writes interview reports, and testifies in civil, criminal, family, and juvenile court proceedings. The forensic interview team participates in routine peer review sessions and professional development.

The forensic interviewer will work within a multidisciplinary team to create and support high standards for child abuse investigations. The Forensic Interviewer consults and collaborates with child and family advocates, law enforcement, prosecutors, medical professionals, child protection workers, mental health professionals, and court victim advocates.

### Specific Responsibilities

- Conduct forensic interviews for children and vulnerable adults in accordance with agency adopted interview protocols
- Participate in pre and post interview meetings with multidiscipline team members
- Accurately summarize interview findings in a succinct and professionally written report
- Advance the mission of Kids' Harbor, Inc. through all communications with multidiscipline team members, staff, donors, volunteers, and other community members and contribute to maintain a positive, productive, and constructive working environment
- Provide testimony as required for cases proceeding through civil and criminal courts
- Enter and maintain case data in the case tracking system for every service provided in a timely manner, maintain accurate case files
- Attends skills-based training to remain abreast of the latest research, trends and best practice standards in victim advocacy and cultural sensitivity
- Keeps informed of current research surrounding forensic interviewing, child abuse issues, and participate in ongoing training

- Actively seeks to improve and adapt skills utilizing research based practices and by participating in both in-house and regional peer review
- Facilitate interagency communication and collaboration
- Participate in regular supervision, staff meetings, case review meetings, in service training, and other meetings, as required
- Attends relevant continuing education opportunities, networking meetings, committee meetings, conferences, etc. approved by the Executive Director
- Assists in the recruitment, training and use of volunteers in the Kids' Harbor, Inc. program whenever possible
- Attend annual agency functions, special events and meetings as necessary and appropriate
- Remain abreast of issues related to child abuse, child sexual abuse and neglect
- Implement the interagency protocol used by all disciplines according to best practice standards required by the National Children's Alliance for accredited membership in that organization
- Other duties as assigned

### **Basic Requirements**

A bachelor's degree in Social Work, psychology, criminal justice, child development, or related field. Preference will be given to applicants with the above qualifications who have experience and knowledge with nationally recognized forensic interviewer protocols. Knowledge of dynamics of child abuse; knowledge of law enforcement, criminal and civil court systems and how to communicate with and function within these systems; strong skills in public relations and negotiation; strong organizational skills; ability to engage children of all ages; and comprehensive understanding of community resources. Must work effectively with individuals from various economic, social, and cultural backgrounds. Successful candidates will demonstrate unimpeachable ethics, an ability to accomplish and advance program goals, a willingness to remain abreast of current research related to child abuse/neglect and forensic interviewing, and an ability to remain sensitive and demonstrate appropriate boundaries with program clients, agency staff, volunteers and team members. Ability to remain flexible in an ever changing work environment.

Able to be on-call and respond, as needed, after hours and on weekends within a reasonable time. Provide own transportation (mileage reimbursed) with valid driver's license and insurance coverage on vehicle.

**Physical/Mental Requirements:** Visual acuity necessary to read and develop center materials along with verbal skills to communicate with the public. Must be able to lift up to 25 pounds; standing or walking more than 50% of the day; working under pressure to meet deadlines. Must be willing to accommodate limited travel and work nights, evenings and holidays if necessary.

**Work Setting:** Must be able to function amicably in a small but busy workplace. Must acknowledge and adhere to the agency's confidentiality policy and procedures and must adhere strictly to the highest professional ethics, confidentiality, discretion and judgment.

## **Principles and Values**

**Team Work:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of the Kids' Harbor, Inc. team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Strategic Thinking:** Develops strategies to achieve organizational goals; understands organizations' strengths and weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

**Willing to Grow:** Accepts accountability for mistakes and uses the mistakes as an opportunity to learn about self and to change future behaviors.

**Safety and Security:** Observes safety and security procedures; determines appropriate action beyond guidelines; remedies potentially unsafe conditions.

**Attendance:** Regular attendance is a requirement of this position

**Other:** All new employees must agree to and pass a Children's Division and law enforcement background check due to the sensitive nature of work.

## **COMPENSATION**

Kids' Harbor, Inc. offers a competitive pay and benefits package including paid medical and vision insurance for employee; paid holidays and a generous paid time off policy.

## **HOW TO APPLY**

Send your resume with cover letter to [janalee@kharbor.org](mailto:janalee@kharbor.org) by close of business October 2nd for immediate consideration. Include "Forensic Interviewer" in the subject line of your email.