Responsibility Summary:
SUPERVISED BY: Executive Director
SALARY: $TBD - Depending on experience
DEFINITION: A full time professional position responsible for conducting highly specialized interviews of children reported to be victims of abuse and/or neglect.

Minimum Job requirements:
Forensic Interviewer: Bachelor’s Degree in social work, criminal justice, education or a related field or a Master’s Degree in Social Work. A minimum of two (2) years of professional experience working with children and families where abuse and violence are identified issues is required. Requires professional experience in working with the criminal justice or child welfare system and has been or will be trained in a Forensic Interview technique before the contract period.

Job Description- Specific Duties:
- Conduct forensic interviews of children and adolescents of alleged abuse, usually during regular office hours but occasionally after-hours.
- Facilitate pre/post interview multidisciplinary case staffing
- Respond to subpoenas and testify when requested
- Participate in case reviews and present cases when requested
- Assist Senior Forensic Interviewer with collecting and entering data into the case tracking system
- Participate in supervision, peer review, professional development and on-going training activities including being trained in Forensic interview technique
- Must be willing and able to drive throughout 6+ county region for team meetings, hearings and interviews at satellite office.
- Act as a community liaison and representative of the agency.
- Conduct professional and community in-service trainings about interviewing and/or the dynamics of child abuse
- Exemplify leadership in improvement and assistance with the development of CAC programs and services
- Assist with coordinating interview schedule
- Help with fundraisers and special events
- Assist Executive Director with administration including grant writing.
- Assist Executive Director with Family Advocacy services.
- Maintain office(s) and provide day to day administrative duties including mail, phones, filing and distribution of information.
- Perform other tasks and responsibilities as requested by Executive Director

Job Description- Specific Requirements:
- Must be able to work well with children.
- Must be able to work in stressful situations and utilize self-care methods
• Must be able to meet on-call requirements to respond to crisis intervention.
• Must be able to work with a variety of people, including clients and their families, professionals in the areas of law enforcement, medicine, education and agency employees.
• Must possess strong organizational skills
• Must be able to adapt well to the structure and environment of the center and satellite office.

**Physical requirements:**
• Must be able to deal with a variety of emotions under stressful situations and be able to deal with people who may be very upset. Emotional stability and personal maturity are important attributes in this position.
• Requires normal range of hearing, eyesight, coordination and manual dexterity sufficient to record, prepare and communicate reports and operate office equipment.
• Requires ability to lift 40 pounds to waist height.

This position will be new to the Regional Child Advocacy Center in Southeastern Indiana and will require a person who can help further develop this position. The ideal candidate will be collaborative and able to handle variety and stress in their schedule.

Send a cover letter, resume/CV and 3 professional references to: sarah@region15cac.org