

## CHILD INTERVIEW SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position is responsible for conducting interviews of alleged victims of child abuse, employing forensic interviewing techniques to obtain a statement from a child in an objective, developmentally sensitive, and legally defensible manner. The incumbent must have the training, background and ability to effectively conduct non-leading interviews using free recall prompts, enhancing children's ability to discuss experienced events accurately, and reducing child trauma. Work is performed under general supervision of the Child Advocacy Program Coordinator, requiring considerable exercise of independent judgment in carrying out the details of the work. Supervision of others is not a responsibility of this position. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts investigative forensic interviews of children who are allegedly victims of abuse, using effective and appropriate interviewing techniques so as to safeguard and enhance child well-being;

Assists and participates with intervention team and agency attorneys in determining a course of action relative to abuse allegations and whether court intervention is required;

Writes letters, reports, petitions, and other documentation relative to interviews and investigations, as required;

May assist and participate in team recommendation of services, necessary safety interventions or remedial action in order to protect a child(ren);

Attends and participates in team meetings;

May cooperate and assist with police investigations as indicated;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of child abuse and neglect investigations techniques; working knowledge of appropriate laws, regulations and programs related to child abuse, neglect and protection; familiarity with services provided by the agency and community resources; ability to effectively conduct child interviews and investigations; ability to prepare written reports, petitions and other necessary documents; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients of diverse socio-

CHILD INTERVIEW SPECIALIST (cont'd)

economic backgrounds and cultures; good listening skills; social perceptiveness.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree in Criminal Justice or a Human Services field, and two (2) years experience providing services relative to child abuse, domestic violence or a related field;  
or
- b) Graduation from high school or possession of a comparable diploma and five (5) years experience providing services relative to child abuse, domestic violence or a related field;  
or
- c) An equivalent combination of education and experience as indicated in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.