

FORENSIC INTERVIEWER/COMMUNITY OUTREACH WORKER

DISTINGUISHING FEATURES OF THE CLASS: Conducts developmentally age-appropriate interviews of children who are alleged victims of sexual and/or physical abuse or witnesses to family violence when requested by law enforcement, child protective services or the district attorney's office. The Forensic Interviewer is a neutral person who is called upon to elicit details of the alleged abuse as part of the investigative process. When not assigned as the Forensic Interviewer on a case, the incumbent will oversee community outreach and prevention initiatives. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conduct sensitive and thorough forensic interviews of children and adolescents of alleged sexual and/or physical abuse;

Coordinate the scheduling of client interviews with all team members (CAC staff, law enforcement, DA, child protective service staff, Women's Center representative);

Outreach to clients prior to the interview to explain the process and determine if the client requires special accommodations;

Facilitate and participate in team case review and core team meetings;

Ensure all case data is entered into a secure data tracking system;

Organize and participate in community awareness events and abuse prevention presentations;

Develop, schedule and provide educational presentations to the public and trainings for agencies, the faith-based community, law enforcement, health providers, etc.;

Develop and implement public awareness campaigns around CSEC (Commercial Sexual Exploitation of Children), child abuse prevention and newsletters, pamphlets, posters, exhibits and audio-visual presentations for both projects;

Coordinate and facilitate peer review meetings with the multidisciplinary team (MDT) members;

Attend local, out of town, or overnight specialized training and peer review meetings as needed to stay current on best practices and trends;

Respond to subpoenas and testify in court when requested;

Oversee and coordinate the Children's Expo and Safety Fair and other related community events;

Develop and manage social media outreach for the CAC;

Serves as a member of the multidisciplinary team;

Adheres to professional ethics and standards in the performance of all duties at all times;

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 protective and law enforcement agencies and their roles in investigation and prosecution of child abuse cases; good knowledge of Federal, State and local laws, rules and regulations pertaining to child abuse; good knowledge of programs and services available

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for child abuse victims; working knowledge of child development, memory, recall, trauma, domestic violence, sexual abuse, cultural differences and linguistics; working knowledge of social media platforms and of personal computers; ability to be team focused and work well with partner agency members; ability to obtain and evaluate data; ability to write clear and accurate reports and records; ability to establish and maintain cooperation with the public and other governmental and private agencies; ability to interface with the local media; resourcefulness, courtesy, tact.

MINIMUM QUALIFICATIONS:

Bachelor's degree in social work, education, counseling, human resources, criminal justice or related field.

SPECIAL REQUIREMENTS:

- a) Have received 40 hours of nationally recognized forensic interview training or willing to receive training within six months of date of hire.
- b) Must submit to and pass a criminal background check and child abuse registry check.
- c) Must be able to travel out of town for training, work related purposes and be available to work irregular hours, as needed.