

## Forensic Interview Specialist

**Position Summary:** The Forensic Interview Specialist is responsible for conducting forensic interviews that are unbiased, developmentally and culturally sensitive, fact-finding, and legally defensible. Forensic interviews conducted at the Child and Youth Advocacy Center must adhere to research-based guidelines that create an interview environment that enhances free recall, minimizes interviewer influence, and gathers information needed by all members of the MDIT.

The Forensic Child Interview Specialist will frequently appear in court to testify in civil and criminal cases involving child maltreatment.

Forensic interviews provide a foundation for child abuse investigation, prosecution, child protection, and implementation of appropriate services, and serve as the gateway to all services provided by the Child and Youth Advocacy Center.

### Job Responsibilities:

- Achieve certification in ChildFirst protocol (and other evidence-based interview protocol, as needed).
- Participate in a structured peer review process for forensic interviewers, as a matter of quality assurance.
- Maintain the forensic interview room and MDIT observation room, make sure all equipment is in working order and report non-functioning equipment to the Executive Director. When necessary, work with technological support to ensure timely repairs. Ensure adequate supplies are maintained.
- Conduct post-forensic interview debriefing sessions with members of the MDIT and CYAC staff and MDIT coordinators to determine next actions.
- Meet with MDIT members prior to conducting a forensic interview for the purposes of preparation and information sharing.
- Conduct post-forensic interview debriefing sessions with members of the MDIT and CYAC staff and MDIT coordinators to determine next actions.
- Make copies of the forensic interview and ensure that they are distributed to the appropriate members of the MDIT as set out in CYAC's MDIT protocols.
- Demonstrate participation in ongoing education in the field of child maltreatment and/or forensic interviewing.
- Enter synopsis of forensic interview disclosures/non-disclosures into case tracking system.
- Document information regarding the forensic interview to include: date, name of the interviewer, agency, summary of allegations, and team members present for the interview.
- Maintain an awareness of the legal disposition of alleged offenders between the time they are charged and arrested and the conclusion of the criminal justice response. Communicate such information to family advocates to ensure child victims and their protecting caregivers are aware when alleged offenders are released from incarceration.
- Assist in maintaining demographic information regarding services provided by the CYAC.
- Participate in monthly MDIT meetings in Greenbrier, Monroe, and Pocahontas counties.
- Represent the CYAC with the highest level of professionalism by rigorously preparing for any and all court appearances, including, but not limited to a thorough review of the forensic interviews being referenced.
- Other duties as assigned by the Executive Director

## **Qualifications**

- A Bachelor's or Master's Degree in a discipline that is closely related to the work. An advanced degree is preferred.
- Three (3) years related experience with children and abuse issues.
- Training in or the capability to use Microsoft Word and other computer software that generates databases and reports.
- Excellent oral communication and interpersonal skills.
- Familiarity with the multidisciplinary team approach to the investigation and prosecution of child abuse cases.

**Reports to:** Executive Director

**Salary Range:** \$31,000-\$37,500

## **Benefits:**

- Health Insurance
- Retirement Benefits
- Paid Holidays in accordance with the State of WV Holiday Calendar
- PTO and Paid Sick Time

## **SUCCESS PROFILE:**

- The Forensic Interview Specialist must possess substantial mental and emotional stability, strong interpersonal skills, and be able to rapidly respond to disclosures when interviewing children and adolescents. The position requires a strong dedication to teamwork and the MDIT response to allegations of child maltreatment and a high level of professionalism when representing the agency in court.
- The Forensic Interview Specialist will need to maintain a professional demeanor, especially when hearing information that could be shocking or triggering. The individual must display patience and empathy for traumatized child victims of abuse.
- The manner in which a child is treated during the initial forensic interview may significantly impact the child's understanding of, and ability to respond to, the intervention process and criminal justice response. The interview may also be the beginning of the road toward healing for many children and families. The work of the Forensic Interview Specialist is key to the successful realization of the mission of the CYAC.

## About the Child and Youth Advocacy Center (CYAC)

The Child and Youth Advocacy Center (CYAC) is a private, nonprofit organization whose mission is to end child abuse in Greenbrier, Monroe, and Pocahontas Counties by coordinating a multidisciplinary team approach to investigation, advocacy, and therapy to child victims (ages 0 to 17) of abuse and neglect and their non-offending caregivers. The CYAC became fully operational in 2004 and is an accredited member of the National Children's Alliance (NCA).

CYAC provides the following services to children in Greenbrier, Monroe, and Pocahontas Counties:

- (1) Operation of a child-appropriate or child-friendly facility that provides a comfortable, private setting that is both physically and psychologically safe for clients.
- (2) Participation in a multidisciplinary team for response to child abuse allegations.
- (3) Conduct forensic interviews in a manner which is of a neutral, fact-finding nature and coordinated to avoid duplicative interviewing.
- (4) Provide specialized medical evaluation and treatment made available to clients as part of the team response, through coordination and referral with other specialized medical providers.
- (5) Offer therapeutic intervention through specialized mental health services made available as part of the team response, either at the CYAC or through coordination and referral with other appropriate treatment providers.
- (6) Victim support and advocacy as part of the team response, either at the CYAC or through coordination with other providers, throughout the investigation and subsequent legal proceedings.
- (7) Conducting team discussions and providing information sharing regarding the investigation, case status and services needed by the child and family are to occur on a routine basis.
- (8) Developing and implementing a system for monitoring case progress and tracking case outcomes for team components.