**ED & NANCY HANENBURG CHILDREN’S ADVOCACY CENTER**

**LEAD FORENSIC INTERVIEWER**

**Reports to:** Program Director

**Exemption Status**: Exempt

**Supervises**:

* Forensic Interviewer
* Case Coordinator
* Intake Coordinator
* BSW Intern(s)

**Full-Time Employee**

**Job Description:**

This managerial level position supervises several CAC employees and BSW Interns as well as conducting the forensic interviews of alleged victims of child sexual abuse and heading the MDT as Case Review. This position also serves on the local Human Trafficking Task Force.

**Competencies:**

Approachability

Ethics and Values

Timely Decision Making

Decision Quality

Building Effective Teams

Motivating Others

Self Knowledge

**Minimum Qualifications**:

1. This position requires a Bachelor’s degree in Social Work or a related field with a Master’s degree preferred.
2. An understanding of trauma and its impact on survivors is preferred.
3. This position must have own reliable transportation in order to travel to training and for direct service provision
4. Flexibility in scheduled work hours

**Responsibilities:**

1. Provide supervision and direction to Forensic Interviewers, Case Coordinator, Intake Coordinator and BSW interns.
2. Conducting professional forensic interviews and providing testimony in court, as necessary.
3. Obtaining and reporting forensic interview results that meet the needs of all team members.

**Duties Include:**

1. **Managerial Responsibilities**
   1. Provide weekly supervision of Forensic Interviewers, Case Coordinator, Intake Coordinator and BSW interns.
   2. Manage Forensic Interview Calendar looking ahead for coverage issues that are caused by subpoena, vacation, etc.
   3. Supervise coverage of the front desk being aware of vacations, evening hours, and outside groups who may be volunteering/using our space.
2. **Prepare for and Conduct Forensic Interviews**
   1. Preparation of Interview and Observations rooms insuring that equipment

is operational and all necessary paperwork is accessible.

* 1. Review and discuss referral report with MDT prior to pre-interview.
  2. Lead the pre-interview with the MDT and non-offending caregivers to gather background and preliminary information on clients and familiarize them with the forensic interview process.
  3. Conduct interviews using established evidentiary interview format- Michigan Forensic Interviewing Protocol.
  4. Discuss initial interview results with MDT members after the interview.
  5. Inform non-offending caregivers of the interview results in the post-interview.
  6. Prepare summary report of the interview and distribute it to appropriate team members.
  7. Testify in court as an expert witness to educate the court on issues regarding forensic interviewing and protocol.

1. **Improve Forensic Interviewing Skills**
   1. Responsible for attending 16 hours per VOCA year of training pertaining to current role.
   2. Keep up to date training logs and records of all certificates.
   3. Attend seminars/trainings on best practices in forensic interviewing.
   4. Must keep all certificates and licenses up to date and meet the requirements for full licensure in the state of Michigan.
   5. Engage in Peer Review participating in a monthly webinar and State Chapter peer review as scheduled.
2. **Multidisciplinary Team Participation**
   1. Coordinate MDT Case Review Format for meeting and ensure appropriate cases are on the agenda and the MDT spreadsheet is printed.
   2. Lead case review during MDT meetings.
   3. Coordinate New Team Member Orientation Trainings with new MDT members.
   4. Provide training in forensic interview protocol to members of MDT, and others interested in becoming proficient in the techniques used in forensic interviewing.
   5. Train MDT members as new Forensic Interview issues arise (ex. Introducing outside evidence.)
3. **Other Duties**
   1. Attend staff meetings.
   2. Attend CAC functions as requested.
   3. Other duties as requested by the Executive Director or Program Director.

This position will be posted until filled. Applicants can send a cover letter and resume to Shyra Williams at [swilliams@cac-ottawa.org](mailto:swilliams@cac-ottawa.org).