



## **INTERVENTION SPECIALIST Job Posting**

**Position:** Intervention Specialist

**Term:** Full-time, Exempt

**Hours:** 40 hours per week

**Start Date:** As soon as possible

### **DESCRIPTION**

The Traverse Bay Children's Advocacy Center (TBCAC) seeks a full-time Intervention Specialist to join its team. The Intervention Specialist position provides a combination of forensic interviewing and advocacy services to assist multidisciplinary team partners (MDT) in responding to allegations of child sexual abuse, physical abuse, and witness to violence. This position conducts evidentiary interviews for alleged child victims at the request of law enforcement and/or child protective services. In addition, this position provides crisis assessment and intervention, risk assessment and safety planning, advocacy, and support for children and non-offending family members at all stages of involvement with the TBCAC. This position reports directly to the TBCAC Program Director and is eligible for health and dental insurance, participation in a simple IRA, paid holidays and earned time-off.

### **RESPONSIBILITIES**

#### **Forensic Interviews**

- Facilitate pre- and post-interview meetings with MDT
- Interview children using forensic interviewing techniques in accordance with the Michigan Forensic Interviewing Protocol
- Document forensic interviews and maintain client information in a confidential and secure manner
- Coordinate and prepare for MDT case review meetings
- Schedule, facilitate, and track peer review training
- Receive ongoing training in best practices as specified by National Children's Alliance
- Ensure recording equipment and interview supplies are adequate

#### **Family Advocacy**

- Assess individual needs and cultural considerations for clients prior to forensic interview
- Meet with non-offending caregiver to obtain family history and signed releases
- Participate in forensic interview process
- Provide information and referral for needed services, such as counseling, support groups, medical care, emergency financial assistance, and other community resources to resolve issues related to victimization
- Provide information and application to all parents of child victims who may qualify for crime victim's compensation; assist caregiver in CVSC packet completion

- Contact caregivers at 7, 30, 60, and 90 days to ensure access to TBCAC services and/or outside referrals, as well as to get feedback if children are receiving services at other community agencies
- Provide updates to the family on case status, continuances, dispositions, sentencing, and inmate status notification, including offender's release from custody
- Provide court education and courthouse/courtroom tours, support, and court accompaniment.

### **General Responsibilities**

- Maintain adequate and organized documentation of contacts with clients database
- Complete ongoing training as required by the National Children's Association
- Attend staff meetings and participate in staff functions
- Some after-hours and weekend work required
- Other duties as assigned

### **Educational Requirements**

- Bachelor's degree required; master's degree in a human services-related field preferred
- Minimum two years' experience working with children in the area of child abuse, crisis intervention, child development and/or the criminal justice system

### **Competency Requirements**

- Completion of Prosecuting Attorneys Association of Michigan (PAAM) 3-day Forensic Interview training
- Documented satisfactory completion of competency-based child abuse forensic interview training that includes child development with a minimum of 40 hours of nationally or state-recognized forensic interview training
- Must complete a criminal and CPS background check and sign a confidentiality agreement prior to starting work
- Proficient computer skills, including Google Suite, Word, Excel, and Macs

### **Professional Requirements**

- Ability to relate to children and adults of all ages, races, ethnicities, and socio-economic backgrounds as well as professionals across multiple disciplines
- Experience in crisis intervention, sexual abuse dynamics, child development, and knowledge of the court systems is preferred
- Comfortable with technology, including computer for data entry and video recording equipment
- Ability to function effectively on a team
- Good listening skills and strong personal boundaries
- Capacity for empathy and self-reflection
- Flexible and open to feedback

### **Compensation**

- Competitive salary
- Individual healthcare coverage
- Simple IRA with match
- Membership to Anytime Fitness
- Earned Time Off
- Paid Holidays

**TO APPLY**

Send a cover letter and resume to Caitlin Borchard, TBCAC Program Director, at [cborchard@traversebaycac.org](mailto:cborchard@traversebaycac.org).

**Application Deadline:** Ongoing until filled.

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Traverse Bay Children's Advocacy Center is a regional response center for the protection and wellbeing of children located in Traverse City, Michigan. Its mission is to bring justice, hope and healing to children and families harmed by sexual abuse, physical abuse, and violence, and to create communities within which all children are safe. [traversebaycac.org](http://traversebaycac.org)