



Position: Forensic Interviewer Supervisor
Reports to: Director of MDT Coordination
Status: Exempt
Revised Date: May 2022

ChicagoCAC employees are expected to perform their job duties and act in a manner consistent with the Core Values of the organization.

Responsibility Summary

The supervisor is responsible for the direct supervision and training of the forensic interviewers. The supervisor ensures that the children and families served at the Center receive the highest quality forensic interview in a timely and professional manner. This position also provides developmentally and culturally appropriate and legally defensible forensic interviews of children and adolescents alleging sexual and/or physical abuse or other crimes.

Primary Responsibilities:

- Ensure the provision of and/or conduct forensic interviews of alleged child/adolescent victims of abuse and/or witnesses to violent crime.
- Provide direct supervision to the forensic interviewing team, which includes providing ongoing feedback and weekly reflective supervision.
- Assists in training and mentoring new forensic interviewers.
- Work collaboratively with ChicagoCAC's multidisciplinary team members.
- Acts as a team member with other supervisors to ensure productive flow of services to our clients from intake to advocacy to mental health.
- Facilitate pre/post-interview multidisciplinary case staffing.
- Ensure timely entry of forensic interview data in ETO.
- Actively participate in team meetings, supervisor's meetings, case staffings and case reviews.
- Provides public outreach, technical assistance, and consultation regarding forensic interviewing, the mission and activities of ChicagoCAC, and other related topics.
- Engages in productive supervision with the Director of MDT Coordination, informing them of all critical issues of concern, areas that need improvement, growth and progress, and the overall state of forensic interviewing.
- Participate in local networking and training opportunities.
- Provide up to 36 weeks of on-call coverage for after-hours and weekend screening and coordination of service requests and supervision of after-hours cases.
- Perform other tasks and responsibilities requested.

Discretion

The Forensic Interviewer Supervisor has mid-level range of discretion and independent decision-making.

Supervisory Responsibilities

The Forensic Interviewer Supervisor is responsible for direct supervision of the Forensic Interviewers.

Supervisory staff are expected to participate either as a volunteer or paid attendee at organization fundraisers (including but not limited to: Luminary Award Dinner, Brew & 'Que, Night of Heroes, etc.) Supervisory staff are also expected to participate in ChicagoCAC sponsored client/staff/community events (including but not limited to: Child Abuse Prevention Month Activities, Back to School Backpack Drive, Kid's Holiday Party, Spirit Squad Events, etc.) It is expected that our supervisory staff participate in as many of these events as possible.

Relationships

The Forensic Interviewer Supervisor works closely with Director of MDT Coordination, Intake team, Advocacy team, and MDT staff.

Qualifications

Minimum requirement of Master's Degree in Social Work, Psychology, Counseling or related field. Must have at least 5 years' experience in the field of working with sexually abused children. Must be a certified forensic interviewer who has conducted a minimum of 500 interviews. Ideal candidate will have supervisory experience, a history of working within a multidisciplinary team, and have experience within the criminal justice and/or child welfare system. Strong organizational, team building, problem-solving, written, and oral communication skills required. Ability to multi-task and work effectively in a multidisciplinary team setting is required.

**Priority consideration will be given to candidates who are bilingual (Spanish/English)
Salary range is \$65,000 – 70,000 based on qualifications and language skills**

In addition to making a significant impact on children's and families' lives, ChicagoCAC offers amazing benefits for our staff, which include:

- Free employee-only BCBS HMO healthcare coverage with an opportunity to upgrade to BCBS PPO or HSA plans and add family members to plans. *
- Free life insurance at 2x your salary up to a maximum of \$200,000. *
- Additional pay of 10% of your salary up to \$7,500 per year (available after 6 months of employment) to use towards a menu of benefits such as: additional health benefits, dental, vision, long-term disability short-term disability, 401K plan, a Roth option, legal coverage, dependent care, flexible spending, and taxable spending. *
- Taxable spending may be used for health club membership, fitness activities, tuition reimbursement, student loan repayment, among other options. *



- Paid Time Off (“PTO”): PTO starts accruing the first day of employment and consists of 35 days in a 12-month period. *
- PTO days are used for all days off, including holidays and sick time so you have maximum flexibility in the use of your PTO. *
- Timing of vacations may be dependent on client needs, as that’s our first priority.
- PTO goes up to 40 days after 5 years. *
- Additional PTO for FMLA-related reasons up to 20 days. *
- A remote work policy that provides flexibility in work hours so long as operational needs are met.
- Regular expert training on evidence-based therapy modalities, which includes being able to earn Continuing Education Units.
- A wonderful facility dog (Mac) who provides comfort and support to our kids and loves staff visits when he’s not working.
- The ability to wear jeans and enjoy afternoon milk and cookies every Friday!

for full-time employees

ChicagoCAC is proud to be an Equal Employment Opportunity Employer. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Please be aware that a condition of employment at ChicagoCAC is that you must be fully vaccinated against COVID-19. You must provide proof of vaccination status.

If you need assistance or an accommodation due to a disability, you may contact our Human Resources Department at (312) 492-3700.