

**LA RABIDA CHILDREN'S HOSPITAL  
JOB DESCRIPTION**

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**POSITION TITLE:** Forensic Interviewer/Family Advocate

285

**CLASSIFICATION:** Exempt

**DEPARTMENT:** Behavioral Sciences/Children's Advocacy Center (CAC)

**TITLE OF MANAGER OR SUPERVISOR:** Program Supervisor and Program Director, La Rabida  
Children's Advocacy Center

**POSITIONS SUPERVISED:** None

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**SUMMARY:** The Forensic Interviewer/Family Advocate is a dual role at the CAC. The Forensic Interviewer portion of this role conducts legally sound, neutral, fact-finding interviews with alleged child abuse victims working as a part of a multi-disciplinary team including law enforcement, the Department of Family and Children Services, State's Attorney's Office, and other disciplines involved in the investigation and prosecution of child abuse cases to avoid duplicative interviewing. The purpose of a forensic interview in a CAC is to obtain information from a child about the abuse allegations in a developmentally and culturally sensitive, unbiased, legally and fact-finding manner that will support accurate and fair decision-making by the MDT within the criminal justice, child protection, and service delivery systems. The Advocate portion of the role is responsible for promoting a child focused, supportive environment at the Child Advocacy Center by providing crisis support, system information, and community resources for children and their families who participate in an investigation of child abuse or for children who have witnessed traumatic and violent crime throughout the life of the case.

**ESSENTIAL FUNCTIONS:**

- General Responsibilities:
  - Provide forensic interviewing and advocacy services to children and families who are referred to the Children's Advocacy Center.
  - Data entry and tracking on child abuse cases, maintaining appropriate documentation of services provided.
  - Maintains accurate and up-to-date statistics and reports (i.e. enter case data and documentation into CAC database and provide vignettes of cases for quarterly reports, etc.)
  - Participate in regular Multidisciplinary Team Case Review Meetings to ensure accountability and collaboration between team members.
  - Provide on a rotating, on-call basis, after hours/urgent/emergency forensic interviews and/or advocacy
  - Conduct training sessions with community professionals who require education about child abuse interviewing dynamics and conduct professional in-service training
  - Attend and participate in staff development involving updated information on child abuse issues and interviewing technique.
  - Performs other duties as required and/or assigned.
  - Required to work up to (2) two late afternoon/early evenings per week

- Forensic Interviewing:
  - Conduct child centered forensic interviews according to a 32 hour nationally accredited forensic interview model in accordance with CAC protocol. This position will provide not be the assigned advocate on cases where he/she is the assigned forensic interviewer.
  - Adhere to research-based forensic interview guidelines that create an interview environment that enhances free recall, minimizes interviewer influence and gathers information needed by all the MDT members involved to avoid duplication of the interview process.
  - Consult with investigative Multidisciplinary Team Members in a formal pre and post interview staffing to share information that may be pertinent to the interview or subsequent investigation. When a child is unable or unwilling to provide information regarding concern about abuse, facilitate a discussion about other interventions to assess the child's experience and safety. Facilitate a discussion whether a subsequent or multi-session interview is needed.
  - Attend and participate in structured quarterly peer review.
  - Individuals with forensic interviewing responsibilities must demonstrate participation in ongoing education in the field of child maltreatment and/or forensic interviewing consisting of a minimum of 8 contact hours every 2 years.
  
- Advocacy:
  - Provide crisis support to children and their families who are receiving services from the CAC, including but not limited to: greeting families, explaining the role of the Center in the process of the investigation, supporting non-offending parent/caretaker when the child is interviewed, and may support the child and other accompanying family members when the parent is in conference with the MDT.
  - Carry a caseload of advocacy cases and participate in active outreach, which requires follow-up with families beyond initial assessment and crisis response. Follow-up services after the initial contact at the CAC must include ongoing, regular contact until the CAC concludes its involvement with the case. Continued engagement with the child's/family's response regarding participation in the investigation/prosecution.
  - Implement crisis assessment and intervention tools that are used to assess risk and safety. Understanding of individual needs of child and non-offending caregiver with cultural considerations for child/family to ensure those needs are addressed.
  - Assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance etc.)
  - May provide updates to the family on case status, continuances, dispositions, sentencing, inmate status notification (including offender release from custody),
  - May provide court education & courthouse/courtroom tours, support, and court accompaniment.
  - Individuals with advocacy responsibilities must engage in 24 hours of initial training in advocacy and demonstrate participation in ongoing education in the field of child maltreatment and/or advocacy consisting of a minimum of 8 contact hours every 2 years.

### **ADDITIONAL FUNCTIONS:**

### **MINIMUM QUALIFICATIONS:**

Education: Master's degree in social work, psychology, human services or similar degree OR/in lieu of a master's degree in the above fields, must have a bachelor's degree and experience conducting forensic interviews in a child advocacy center setting. Two years of experience within the field of

child abuse investigation and knowledge of child development and psychological impacts of childhood trauma is strongly preferred. Must be able to work effectively as part of a multidisciplinary team and with people who represent diversity in age, ethnicity, and cultural backgrounds.

**Specialized Knowledge and Skills:** Must have knowledge of child welfare field. Experience and specialized training in investigative interviewing is highly desirable. The successful candidate must also have excellent communication skills (verbal and written), interpersonal skills, and computer skills. Bilingual (Spanish & English) strongly preferred.

**MACHINERY AND/OR EQUIPMENT TO BE OPERATED:**

- Copier, PC (data entry and word processing) and automobile (must be able to drive at all times of the day and night to emergency forensic interviews on and off site, as well as to offsite meetings and locations).

**LEVEL AND TYPE OF INTERACTIONS WITH OTHERS:**

- Must be able to maintain interpersonal relations with peers, MDT members, physicians, other staff, patients/children, families, public and media.

**DATE:** 3/20