



FORENSIC INTERVIEWER JOB DESCRIPTION

Proudly serving as Louisiana's first Children's Advocacy Center (CAC), the nationally accredited Jefferson CAC, located within the metropolitan New Orleans area in Gretna, LA, is seeking a dynamic, qualified individual to join our Forensic Interviewing Team!

Summary:

The Forensic Interviewer is responsible for providing developmentally sensitive, culturally appropriate, legally defensible forensic interviews of children and adolescents when an allegation of abuse has been made or a traumatic event witnessed. The Forensic Interviewer conducts these digitally recorded interviews at the request of and in consultation with Law Enforcement and Child Protective Services. In addition to other requested activities, the Forensic Interviewer: coordinates, facilitates and participates in bi-monthly Multidisciplinary Team (MDT) case reviews; regularly takes part in peer review; responds to subpoenas and testifies upon request. This is a full-time salaried position with benefits.

Responsibilities Include:

- Conduct forensic interviews with children and adolescents when abuse or the witnessing of violence against another person is suspected
- MDT case review coordination/facilitation
- Peer Review
- Respond to subpoenas and provide testimony
- Case tracking, management & data entry
- Scheduling and appointment coordination
- Participate in ongoing professional development
- Misc. office duties

Qualifications:

Required:

- An undergraduate degree minimum; a master's degree or two (2) years of direct experience working with abused children and their families is preferred
- Knowledge and understanding of child development, child abuse dynamics and the impact of trauma
- Experience working with children and families
- Ability to work independently and as part of a Multidisciplinary Team collaborating with a wide range of professionals including, but not limited, to law enforcement, child protection, attorneys, medical and mental health providers.
- Ability to work well under stress & handle emergencies
- Excellent organizational skills with an attention to detail, accuracy and time management
- Excellent communication, listening and interpersonal skills
- Proficiency with Microsoft Windows Operating Systems, Word, Excel, Access, PowerPoint, Outlook, and Adobe
- Adaptable and resourceful

Other:

- Must be willing to work flexible hours.
- Must submit to a thorough criminal history background check.

The Jefferson Children's Advocacy Center was created with the primary purpose of coordinating a culturally sensitive, community-focused, interagency response to child abuse, neglect and child witnesses of traumatic events. EOE.

*** Interested applicants should submit their resume and cover letter to erika@jeffersoncac.com ***