**FORENSIC INTERVIEWER**

**Reports to**: Executive Director

**Position Information**:

* Full-Time Exempt
* Monday through Friday with some evening and occasional weekend hours

**Equal Employment Opportunity Statement**: SARA HOUSE is an Equal Opportunity Employer and supports the principle and philosophy of equal opportunity of all individuals, regardless of age, race, gender, gender identity, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal state or local law.

**Position Summary:** Under the supervision of the Executive Director the Forensic Interviewer is responsible for forensic interviewing of children and adolescents from 3-17 years old who are alleged to be victims of physical abuse and/or sexual assault or other violent crimes(s). Successful candidate will have a strong working knowledge of sexual assault and domestic violence and trauma-informed empowerment models, skills in crisis intervention, individual advocacy, and multi-disciplinary collaboration.

**Duties and Responsibilities:**

* Able to communicate effectively with children and adolescents, ranging in age from toddlers to 17 years of age.
* Gather pertinent information during pre-interview and post- interview processes to conduct comprehensive interviews.
* Schedule and coordinate joint forensic interviews of alleged victims and witnesses of sexual assault and/or abuse, as requested, on behalf of multi-disciplinary team members.
* Builds and maintains strong working relationships with investigative case workers and law enforcement officers to ensure a collaborative investigation process.
* Maintain and update case files, case lists, and statistical tracking in the Case Tracking System.
* Provide written documentation pertaining to interviews conducted for Case Review purposes.
* May testify as an expert witness in civil and criminal court regarding interviewing children and disclosures.
* Attend local, regional and national trainings on interviewing children and child abuse.
* Maintain flexibility in work schedule due to constraints on partner agencies with priority investigations and emergency situations to ensure provision of services.
* Participate in local, regional and national Peer Review.
* Provide training on dynamics of sexual abuse, The CAC and interviewing.

**Preferred Qualifications:**

* Bachelor’s degree in related field and a minimum of 2 years of equivalent work experience preferred.
* Trained by the National Children’s Alliance Approved Protocol - Colorado Protocol Preferred.
* Academic training or practical experience in and knowledge of developmental stages of children and the dynamics and effects of intra-familial and extra-familial child abuse.
* Familiarity with and a disposition toward the multi-disciplinary team approach to the investigation and prosecution of child abuse cases.
* Ability to testify effectively in civil and criminal proceedings.
* Ability to communicate effectively in writing and orally to a variety of individuals and groups.
* Knowledge of and sensitivity to family systems and child victimization.
* Knowledge of the overall child protection and legal system.
* Ability to work well with a variety of disciplines.
* Must be organized, detail oriented and flexible. Able to identify and respond to shifting priorities.
* Excellent written and verbal communication skills.
* Self-motivated.
* Knowledge of community resources.
* Knowledge or experience working with an advocacy center, child welfare agency, or the criminal justice system.
* Ability to assess age appropriate language, verbal and non-verbal communication and exceptional recall abilities.
* Candidate must have excellent written and oral communication skills. Ability to function independently and as a team member.
* Must have own transportation and a valid Colorado driver’s license

**Additional Duties and Responsibilities**

* Maintain accurate and timely record keeping.
* Responsible for appropriate data base entry and completed documentation.
* Submit required grant reporting requirements.
* All other duties as assigned.
* Actively participate in weekly staff meetings and team meetings.
* Prepare for individual supervision meeting with Executive Director.
* Actively participate in agency fund-raising events.

**Other Responsibilities:** May include evening, weekend hours, and in-state and out-of- state travel.The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Therefore, other duties may be assigned by the Executive Director.

**Qualifications:**

* Bachelor’s degree in related field and a minimum of 2 years of equivalent work experience preferred. Successful candidate will have a strong working knowledge of sexual assault and domestic violence and trauma-informed empowerment models, skills in crisis intervention, individual advocacy, and multi-disciplinary collaboration.

**Salary Range**: $50,000 - $55,000 salary negotiable based on experience