

Title: Forensic Interviewer/ Education Specialist 1

Reports to: Program Manager

Status: Full-time (37.5 hours/week)

Site Location: Primary site is Canandaigua, NY with frequent travel to Waterloo and Penn Yan, NY sites.

Background:

The Child Advocacy Center of the Finger Lakes (CACFL) is funded by the NYS Office of Children and Family Services, NYS Office of Victim Services and other private funding sources to provide a multidisciplinary team approach in responding to reports of sexual and physical child abuse in Ontario, Seneca and Yates Counties.

Position Overview:

The Forensic Interviewer/ Education Specialist 1 role has strong teamwork components and reports to the Program Manager. This position is accountable for the facilitation of forensic interviews and all components relating to the interview process requiring the ability to work well with children and families. The Forensic Interviewer/ Education Specialist 1 position is also responsible for the management and facilitation of professional education to our multi-disciplinary team requiring an ability to work well with a team.

Responsibilities:

- Meet with law enforcement investigators, caseworkers, prosecution, and advocacy team members.
- Conduct forensic interviews, assessments, and screenings of children for whom there are allegations of child abuse and/or neglect.
- Conduct interviews according to a nationally recognized model of child Forensic Interviewing protocol. (ie: Gunderson ChildFirst Forensic Interviewing; NCAC Forensic Interviewing; APSAC Forensic Interviewing).
- Address any questions a family may have regarding the forensic interviewing process.
- Attend MDT Case review meetings for Ontario, Seneca, and Yates counties and present when requested.
- Provide case consultation to any MDT member around forensic interviewing.
- Provide testimony in criminal court proceedings as required.
- Research and implement screening tools for suicide and sex trafficking.
- Enter case data in CACFL data tracking system.
- Coordinate, manage and carry out Peer Review Process for all MDT members conducting forensic interviews.
- Build the Forensic Interviewing program ensuring expedient and quality services.
- Conduct Training for community professionals on the Child Advocacy Center model and importance of a forensic interview (ie; First responders; school personnel; hospital medical personnel).
- Organize bi-annual "Believe conference" and "LAKES Day" Training for professionals in the field of child abuse.
- Organize professional education, to include regular Lunch and Learns for CACFL Multidisciplinary Team (MDT) members.
- Establish and maintain strong linkages with appropriate networking affiliations and participate in community coalitions, as assigned.
- Participate in training (minimum of 8 hours/annually) to stay current on best practices and relevant issues (may include travel).

- 50% direct service; 10% Supervision; 5% Management; 30% training; 5% Volunteer Coordination.
- Disseminate training opportunities to MDT members and maintain training records of all active MDT members.
- Coordinate, schedule, and track outreach volunteer base for tabling events
- Complete periodic tasks to support and maintain organizational structure of CACFL, as needed.
- Provide coverage to CACFL on-call phoneline for MDT members, assist with scheduling and coordination of cases when on-call and assist with coordinating emergency SANE evaluations with Thompson Health.
- Other projects and tasks as appropriate and necessary, including fundraising activities for the agency.

Required Qualifications:

- Bachelor's degree in health, social service, public administration, business, public health, or another related field
- 2-4 years' experience in human service field
- Show documentation of 40 hours minimum training in a nationally recognized model of child Forensic Interviewing protocol. (ie: Gunderson ChildFirst Forensic Interviewing; NCAC Forensic Interviewing; APSAC Forensic Interviewing).
- Experience in conducting forensic interviews of children preferably in a Child Advocacy Center setting/model.

Knowledge, Skills, and Abilities:

- Excellent communication, presentation and writing skills.
- Ability to communicate with team members openly and respectfully with differing opinions.
- Excellent organizational, problem solving and priority setting skills.
- Skilled at inspiring and motivating other people to seek the best possible outcome for a child.

CONFIDENTIALITY

All employees of the Child Advocacy Center of the Finger Lakes are held to highest standards of confidentiality and shall observe and require the observance of applicable County, Federal and State requirements relating to the confidentiality of records and information.

Other requirements:

- **In person attendance is an essential function**
- **Valid Driver's license and reliable transportation with current registration, tag and insurance.**
- **Agree to submit to and successfully complete a criminal background check.**

Please send your letter of interest and chronological resume to: Ashley Davoli, Executive Director, 482 N. Main Street Canandaigua, NY 14424 or Ashley@cacfingertakes.org

The Child Advocacy Center of the Finger Lakes, Inc. is an equal opportunity employer who does not discriminate on account of race, gender, sexual orientation, disability, national origin, or religion. All applicants will be considered equally for the position based on qualifications and experience.