

**Children's Advocacy Center of Winnebago County
Job Description**

Title: Forensic Interviewer

Supervisor: Executive Director

Responsibilities include, but are limited to:

- Conduct forensic interviews including:
 - All sexual abuse and serious physical abuse cases in Winnebago and Boone Counties where the victim is age 12 and under;
 - Sexual abuse and serious physical abuse cases in Winnebago and Boone Counties where the victim is between the ages of 13 and 17 *upon request*;
 - Courtesy interviews from other counties *upon request*;
 - Other cases as determined appropriate by the MDT or the CLCC Executive Director.
- Participate in Pre- and Post-Interview staffings;
- Participate in case review meetings;
- Working with victim advocates/intake coordinator to collect all relevant child and family history;
- Responding to subpoenas and testifying when requested;
- Completing all appropriate statistical and case tracking paperwork as assigned;
- Completing summaries on all interviews conducted;
- Remain current on forensic interviewing practices and guidelines;
- Maintain awareness of current trends, research, and development in the field of forensic interviewing and child trauma;
- Participate in regular Peer Review as defined by NCA Accreditation Standards;
- Other duties as assigned by the Executive Director.

Minimum Requirements:

- Spanish speaking preferred;
- Bachelor's Degree plus 5 years experience in working with children;
- Completion of an intensive forensic interviewing training (e.g. Finding Words or Childhood Trust);
- Knowledge of sexual abuse dynamics and the resulting impact upon children;
- Knowledge of child development and a demonstrated ability to utilize this knowledge to communicate with children;
- Knowledge of child abuse investigative procedures;
- Sensitivity of cultural and developmental needs of individual children;
- Successful completion of background check.